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**Date:** To be Advised

**Time:** 9am-5pm

**Duration:** 2 Days/ 14 Hours

**Venue 1:** Plaza Mahkota, Melaka, Malaysia

**Venue 2:** Bandar Puteri Puchong, Selangor, Malaysia

### Why and for who?

This training is for executive-level personnel who have the basic knowledge in Excel Basic and are involved heavily in:

- Preparing, modifying and analyzing a large number of data in spreadsheets
- Producing summary reports in different presentable format in a short time
- Integrating Excel and others Microsoft Applications
- Sharing worksheets data among colleagues
- Working with confidential data and require protection on the data & formulas
- Adding in Charts and Graphics objects to make your worksheet data more presentable

### What will you learn?

The training will guide you through on using the various analysis tools available in Excel to fast and easily analyze, share, protect and present your large collection of data.

#### Customizing Excel

- ~ Personalize Excel Interface
- ~ Customize Quick Access Toolbar
- ~ Working with Custom List

#### Subtotal and Outlining

- ~ Subtotal
- ~ Outline

#### Working with Formulas

- Auto Calculating
- Overview of Formulas
- Calculation Operators in Formulas
- Formulas that Contains References
- Formulas that Contains Names
- Adding Numbers by AutoSum
- Formulas that Contains a Function

- Error that You May Get in a Formula

#### **Mathematical and Trigonometric Functions:**

~COUNTIF, SUMIF, SUBTOTAL, ROUND

#### **Logical Functions:**

~AND, OR, IF, IFERROR

#### **Lookup Function:**

~VLOOKUP

#### **Statistical Functions:**

~COUNT, COUNTIF, COUNTBLANK, MAX, MIN

#### **Information Functions:**

~ISBLANK, ISNUMBER, CELLS

#### **Date & Time Functions:**

~NOW, TODAY, WEEKNUM, DATEDIF

#### **Text Functions:**

~TRIM, CONCATENATE, LEFT, RIGHT, MID, LEN

### **Validating Data**

- ~ Type of Data Validation
- ~ Add Data Validation
- ~ Customize Input and Error Messages
- ~ Find Cells that have Data Validation
- ~ Copy and Remove Data Validation

### **Excel Table**

- ~ Elements of Excel Table
- ~ Create an Excel Table
- ~ Convert an Excel Table to a Range
- ~ Delete an Excel Table
- ~ Add /Remove Rows and Columns
- ~ Summarize Data in an Excel Table
- ~ Remove Duplicate Rows

### **Conditional Formatting**

- ~ Format with Data Bars
- ~ Format with Color Scales
- ~ Format with an Icon Set
- ~ Format with Highlight Cells Rules
- ~ Format with Top/Bottom Rules
- ~ Using Rules Manager
- ~ Find Cells with Conditional Formatting
- ~ Clear Conditional Formatting

### **Sorting**

- ~ A-Z and Z-A Buttons
- ~ Sort by Cell or Font Color
- ~ Sort by Custom List
- ~ Sort by Rows

### **PivotTable and PivotChart Reports**

- ~ Working with PivotTable
- ~ Working with PivotChart
- ~ Deleting PivotTables and PivotCharts
- ~ Layout and Format PivotTables
- ~ Refreshing Data in a PivotTable

### **Enhancing Charts**

- ~ Insert Logo to Chart
- ~ Replace Data Markers with Pictures
- ~ Combination Charts
- ~ Reuse a Chart with Chart Templates
- ~ Prevent a Chart from Moved/Resized

### **Analysis Tools and VLookup Function**

- ~ Data Analysis Tools
- ~ VLookup Function

### **Web and Other Applications**

- ~ Work with Hyperlink
- ~ Copy Excel Data to Other Apps

### **Security**

- ~ Set Password to Open
- ~ Protect Worksheet Elements
- ~ Protect Workbook Elements

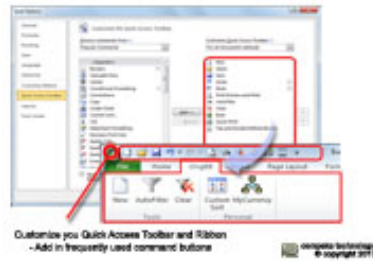
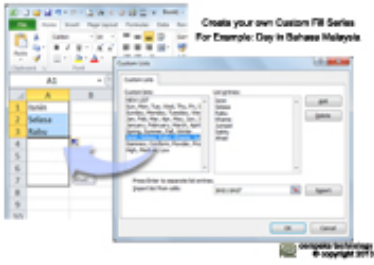
## **Training Exercise**

During the training, you will be doing hand-on exercise:

**See What Are Covered**

**Working with Custom Lists**

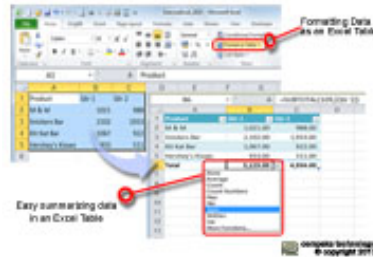
**Customize Quick Access Toolbar**



**Data Validation**

**Excel Table**

Formatting Data as an Excel Table



**Excel Table**

**Conditional Formatting**

Remove Duplicate Rows in an Excel Table



**Sorting**

**Auto Filter**



**Subtotal**

**PivotTable and PivotChart**



**PivotTable**

**Data Analysis - Statistical Data**



## VLookup Function



## Hyperlink



## Enhancing Chart



## What will you receive?

Participant will receive our Microsoft Excel II handouts and exercises.

Participant will receive a CD with sample Excel workbooks and templates.

## Pusat Latihan Komputer Cempaka

~Your HRDC Premiere Training Provider~

Call Cemtech now at 03-80684461 or 06-2835955 to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Registration online, please [click here](#).

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