



# Manipulating Data Effectively with Microsoft Excel (Level 1 & 2) 2 days

(Previously known as Microsoft Excel Advanced)

In this course, you will learn the practical techniques to manage/analyse your data efficiently and at ease. You will also learn to apply and optimize Excel's powerful functions and formulas at work. This course will enable you to simplifying and automate repetitive tasks with Microsoft Excel Macro/VBA.

## OBJECTIVE:

- Apply the best practices of data import options to Extract, Transfer, Import/Export data and text files from worksheet, files, software & other programs.
- Apply techniques in cleaning up large volume of data: remove and rearranging duplicate rows/columns, spaces, fixing time, date and numbers.
- Manage, organize and summarize data in a particular order based on your criteria with the Sort and Subtotal features.
- Select and filter the data to view and set criteria to extract data that you intend to analyse using the View, Auto Filter and Advanced Filter functions.
- Structure and Present data impressively using Excel Tables.
- Match and reconcile your data using the Vlookup Functions.
- Leverage on Excel critical formulas in enhancing work efficiency-If/Nested If, And/Or, Count/Counta, Countif, Sumif/Averageifs
- Learn the basics of Excel Macro

## Prerequisite

Experience in using Microsoft Excel basic features or have completed the Microsoft Excel (Fundamental & Intermediate).

## COURSE OUTLINE

### Day 1 Morning 9.00am-12.30pm

#### **Module 1: Extract Data into Excel**

Learn the best practices in data import/conversion to maintain consistency and efficiency.

- Import/Export Text Files

#### **Module 2: Data Cleansing**

- Remove Duplicates
- Change Case
- Removing Spaces and Characters from Text
- Merging
- Text to Column

### Lunch 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### **Module 3: Data Managing**

Learn to organize, analyse and manage data in a particular order based on your criterion.

- Advanced Filtering
- Extract Specific Columns to Another Worksheet
- Setting Up the Criteria Range
- Using Wildcards in Criteria
- Filter Unique Records
- Computed Criteria
- Database Functions
- Auto Filter
- Filter by Color
- Sorting
- Custom Sorting
- Custom Lists
- Sorting Multiple Levels
- Subtotal Command
- Outline
- View



### Day 2: Morning 9.00am-12.30pm

#### **Module 4: Table Formatting**

Enhancing visual presentation using Excel Tables features-cell styles, formatting options will make awesome Excel workbooks.

- Reconciling table data by matching
- Tables
- Convert the Table to Range
- Table Formulas

#### **Module 5: Advanced Formulas**

By using formulas, you can crunch data, analyze it and get answers to most complex questions.

### Lunch: 12.30pm-1.30pm

### Afternoon 1.30pm-5.00pm

- If/Nested If
- And/Or
- If + And
- If + Or
- Count/Counta/Count blank
- Countif/Countifs
- Sumif/Sumifs
- Averageif/Averageifs
- Splitting



#### **Module 6: Macro**

Excel Macro/VBA provides an ideal way to save time in automating repetitive tasks.

- Activate the Developer Tab
- Set Excel Macro Security
- Record a Macro
- Stop Recording a Macro
- Run a Macro
- Delete a Macro
- Save a Macro



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<b>Course Date</b>	<input type="checkbox"/> 18-19 December 2023
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM487.60 per pax (incl. SST)
<b>Methodology</b>	Online via Microsoft Teams

For further inquiries & registration,  
please contact:  
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## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### APPROVED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

HRDF Contributor:  Yes, Employer Code: \_\_\_\_\_  No

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC NUMBER