



# Microsoft Excel Essential Skills (Level 1 & 2) -2 Days

Organizations depend on highly skilled employees to produce high quality work. This course is designed to equip participants the essential skills to leverage on Microsoft Excel on their daily tasks. In this course, participants will gain the knowledge and skills required to create and edit worksheets, apply basic formatting techniques, use the data validation, charts and tables and leverage on conditional formatting. This course is ideal for users who have little knowledge of using the Microsoft Excel.

## OBJECTIVES

- Discover Excel by navigating the Interface, Ribbon and the Toolbar
- Apply the techniques and rules in entering, editing, formatting data orderly and accurately
- Perform calculations and summarized data using relevant functions and formulas
- Manage and format data across multiple worksheets systematically
- Apply Data Validation in setting criteria and rules on entering data
- Leverage on the Conditional Formatting
- Apply Charts and Tables for clearer presentations
- Set and manage printing of Excel spreadsheet
- Explore the techniques of using Excel shortcuts

## WHO TO ATTEND

This course is useful for users who want to get a strong foundation of Microsoft Excel. Participants will immediately apply the knowledge and skills at work.

## COURSE OUTLINE

### Day 1: Morning : 9.00am-12.30pm

#### **Module 1: Getting Started**

Excel is an application with thousands of features and hundreds of ribbon (menu) commands. It is easy to lose track once you get started. This module equips you with the basic but crucial skills to navigate the Excel software.

#### **Module 2: Entering, Editing & Formatting Data and Numbers**

Excel is intuitive and simple to use when it comes to typing and managing data. Because of its grid nature, it can store & manage thousands of data points with ease. Built in features like copy, paste, find, highlight, and go to, styles etc. make the process very easy.

### Lunch Break: 12.30pm-1.30pm

### 1.30pm-5.00pm

#### **Module 3: Calculating Totals & Summaries using Formulas**

Formulas make Excel smart. Without formulas, Excel is merely a massive grid to store data. By using the built-in formulas, one can perform far more extensively as a calculation tool.



#### **Module 4: Data Validation**

In Excel, data validation is a feature used to control what a user can enter into your worksheet. For example, you could use data validation to make sure a value is a number between 1 and 6, make sure a date occurs in the next 30 days, or make sure a text entry is less than 25 characters.

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

#### **Module 5: Conditional Formatting**

With conditional formatting, you can instruct Excel to highlight portions of your data to meet any given condition. This module leverages on the extended capabilities of conditional formatting combined with to highlight data that meets almost any condition/criteria.

#### **Module 6: Managing Multiple Worksheets**

This topic shows how to share data between multiple worksheets and gives tips for adding, moving, and navigating worksheets and workbooks efficiently. It covers what to avoid and shows how to make global changes, create simple formulas that connect worksheets, make super-efficient 3D formulas to calculate summary totals from multiple worksheets.

### Lunch Break: 12.30pm-1.30pm

### Afternoon: 1.30pm-5.30pm

#### **Module 7: Printing: How not to have "Sexy on Spreadsheet, Ugly on Printout"**

We focus on creating that perfect workbook, report or model...and we forget the proper print setting!!!

#### **Module 8: Basic Skills for Chart Makers**

You can represent numbers and data in a chart. On the Insert tab, learn to choose a variety of charts-column, line, pie, bar, area, and scatter. Master the steps of creating a single chart and this will apply to



#### **Module 9: Using Excel Productively**

This module enables you to explore important keyboard shortcuts, 'work-arounds', Excel customizations & how to make everything looks slick.



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Course Date	<input type="checkbox"/> 14-15 November 2023 <input type="checkbox"/> 12-13 December 2023
Course Time	9:00am to 5:00pm
Course Fee	RM455.80 per pax (incl. SST)
Methodology	Online via Microsoft Teams

For further inquiries & registration,  
please contact:

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This course is HRDF SBL Khas claimable. Please select HRDCorp claimable courses when you access the portal.

## REGISTRATION

### ORGANIZATION DETAILS

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

### APPROVED BY:

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

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

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

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

Company Stamp:

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC NUMBER