Microsoft Excel - Advanced

Date: 19 April 2024

Time: 9am – 5pm

Venue: Computer Lab, UNIMAS City Campus, Jalan Tun Ahmad Zaidi Adruce, Sarawak

Course Fees: ~~RM 800~~

*Funded by SBF and Sarawak State Government

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*Refundable Registration Fee RM 100 payable to MEF Academy Sdn Bhd. Forfeited if you not attend.

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Term & conditions to join the training under SBF Fund:

1) Prioritise for **Sarawakian** or
2) anyone who is working in Sarawak *(require a letter from employer to confirm the status) *We allow max 5pax from same company
3) From a **private company** and are not from Government servant

For further inquiries, please call or email:
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Course Overview

This program is intended for those with experience in using MS Excel (version 2016, 2019, 2023 or 365) who would wish to move into an advanced level to tackle more challenging problems and tasks. It is an extended program and strongly recommended for those who have completed Data Management using MS Excel – Level 1.

The course requires some basic computer skills (e.g Windows 10/11, browsers and Internet), and basic Excel knowledge, but does not require any programing language knowledge.

Objective

- To experience formula auditing tool
- To track problematic formula
- To examine best and worst scenarios in Excel using what of analysis
- To perform advanced calculation using array formula
- To understand how to store data separately from worksheet
- To perform data collection using customized form in Excel
- To validate data to minimize data entry through restriction
- To be familiar with some important advanced functions to boost daily productivity
- To summarize data by hiding unnecessary details
- To restrict access to sensitive data or defined data to users
- To summarize and present consolidate data by combination visualization
- To automated repetitive tasks using macro

Learning Outcome

At the end of this training, participants will be able to:
- Prepare and organise data in worksheets into tables or ranges.
- Apply formulas and advanced functions to solve problems efficiently.
- Effectively use Pivot Tables and Pivot Charts for transaction data analysis.
- Format cells by using complex conditional formatting.
- Select and create charts to summarize data.

Methodology

- Multimedia presentation
- Live demonstration
- Problem solving

Course Content

Module 1: Solving Formula Errors

Module 2: What If Analysis

Module 3: Working with Array Formulas

Module 4: Linking, Consolidating and
Combining Data

Module 5: Creating Data Entry Forms to
Collect Data

Module 6: Date entry validation to
minimize errors

Module 7: Advanced Functions

Module 8: Automatic Outlining

Module 9: Protecting Worksheet and
Workbook

Module 10: Summary with Dashboard

Module 11: Automation with Macro

Trainer Profile

Bong Chih How

Dr. Bong is an accredited TTT Trainer. He obtained his PhD from University of Colorado under the area of AI. His research interests includes data analytics, text analytics and NLP.

He has designed and conducted various curriculums: data mining, decision support system and database courses since 2001. He is also a Microsoft Certified Professional and a Scrum Master.

Lee Nung Kion

Dr. Lee Nung Kion is an accomplished Associate Professor in Universiti Malaysia Sarawak (UNIMAS), with expertise in Machine Learning and Bioinformatics. He holds a PhD and a master's degree in computer science, equipping him with extensive knowledge in his field. Lee's professional skills encompass Data Analytics, Productivity Tools, and Software Development, making him a versatile and capable researcher.

Having accumulated over 15 years of experience in academia, Lee has excelled in teaching various courses related to Computer Science, Artificial Intelligence, and Mathematics. His teaching experience has allowed him to impart knowledge and shape the next generation of professionals in these fields. He is also currently holding the position as Deputy Director at the UNIMAS strategic office which involves in data analysis of organization critical data using machine learning, Microsoft Power BI, and Microsoft Excel.