# MALAYSIA HR FORUM

# MS EXCEL
## ESSENTIAL FOR PROFESSIONALS
### *Intermediate*

RM 2,600

REGISTERED TRAINING PROVIDER · HRD CORP

HRD CORP CLAIMABLE

# MS EXCEL ESSENTIAL FOR PROFESSIONALS *Intermediate*

**MALAYSIA HR FORUM**



## MODULE OVERVIEW

Take your Excel skills to the next level with our comprehensive training program. This course is designed to equip you with advanced techniques for data visualization, manipulation, and collaboration using Microsoft Office Excel. Throughout the program, you'll dive deep into creating dynamic charts and tables to visually represent your data with clarity and precision. Discover time-saving formatting options and validation features that streamline your workflow and ensure data accuracy. Gain expertise in creating complex formulas that leverage built-in functions for advanced data analysis.

## LEARNING OBJECTIVES

- Utilize Excel Tables effectively for dynamic reporting purposes.
- Efficiently manipulate and visualize data to gain insights.
- Apply intermediate-level formulas and functions for dynamic data analysis.
- Create professional-quality charts for data presentation.
- Utilize Pivot Tables and Pivot Charts to construct basic Excel Dashboards.
- Perform WHAT-IF analysis for basic planning and budgeting scenarios.
- Implement simple macros for task automation to streamline workflow.
- Generate reports with minimal future maintenance requirements, ensuring long term usability.

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## TARGETED PARTICIPANTS

Participants should have basics Excel introduction or equivalent skills. Participants must be able to create, open, save, format, and print a worksheet. Should be able to use formulas and the SUM function. The ability to copy, move and delete values and formulas is required.

## METHOD OF TRAINING

- Interactive Lectures
- PowerPoint Presentation
- Discussions
- Practical Exercises
- Activities

## DURATION

2 Days

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## CONTENTS DAY 1 | 9 AM - 5 AM

**MODULE 1: Formula Basics**
• Understanding Function vs Formula
• Exploring Operators
• Learning about Arguments of a Function
• Utilizing Optional Arguments

**MODULE 2: Reference**
• Relative, Absolute, and Mixed References
• Formulas Linking to Other Worksheets
• Understanding 3-D References

**MODULE 3: Text Formulas**
• Joining Text with Numbers
• Formatting Numbers
• Handling Extra Spaces and Line Breaks
• Changing Case with Formulas
• Extracting Text from Right, Left, or Middle
• Finding and Replacing Text

**MODULE 4: Date & Time**
• Excel's Date and Time Storage
• Displaying Current Date and Time
• Date Manipulation with Formulas
• Calculating Days Between Dates
• Calculating Years and Months Between Dates
• Hidden DATEDIF Functions

## CONTENTS DAY 1 | 9 AM - 5 AM

### MODULE 5: Logical Function
• Using IF Function
• Employing AND, OR with IF
• Mastering Nested IFS (2016)
• Leveraging CHOOSE and IFS (new)
• Utilizing SUMIF, SUMIFS, COUNTA, COUNTIF, COUNTIFS

### MODULE 6: Conditional Formatting
• Formatting Cells Based on Value
• Formatting Cells Containing Text
• Top or Bottom Ranked Values Formatting
• Data Bars, Colour Scales, and Icon Sets
• Formula-Based Conditional Formatting

### MODULE 7: Working with Functions
• Absolute Cell References
• Absolute Named Ranges
• Relative Named Ranges
• Using Name Manager
• Using Cell Names to work with the ranges
• Using Cell Names to work with the formulas

## CONTENTS DAY 2 | 9 AM - 5 AM

**Recap and Review of Day 1**

### MODULE 8: Analyzing Data
• Goal Seek
• Data Tables

### MODULE 9: VLOOKUP & HLOOKUP FUNDAMENTALS
• Basics of VLOOKUP function and its data retrieval applications
• Using wildcard matches for flexible VLOOKUP search criteria
• Techniques for handling #N/A errors in VLOOKUP
• Proficiency in using HLOOKUP for horizontal data lookup
MODULE 10: Advanced LOOKUP Techniques
• Power of INDEX and MATCH functions for versatile data lookup
• Performing two-way lookups with INDEX and MATCH
• Introduction to XLOOKUP and its advantages over traditional lookup functions
• Exploring advanced filter feature for data filtering based on specific criteria

### MODULE 11: Working with Charts
• Creating, Modifying, and Formatting Charts
• Adding and Removing Data Series
• Applying Chart Filters
• Printing Charts
• Creating Sparklines

### MODULE 12: Using Table Features
• Creating, Sorting, and Filtering Tables
• Using AutoComplete and Slicers
• Total Row and Calculated Columns
• Table Formatting

### MODULE 13: Formatting and Data Validation
• Conditional Formatting
• Data Validation
• Custom Formats
• Quick Analysis Tool