

Microsoft Excel – Beginner to Intermediate



The image shows a collage of several overlapping spreadsheets, likely from Microsoft Excel, displaying various numerical data. The spreadsheets are arranged in a way that they appear to be floating or layered on top of each other. The numbers are in black text on a light blue background. Some of the visible numbers include:

39	451	368
235	164	94
	166	172

60	46	83	74	29	10
45	73	38	99	25	73
54	91	85	40	78	49
10	30	62	49	32	31

433	896	2.132
.870	2.845	1.001
2.427	1.133	1.308
2.424	2.697	1.710
1.692	1.844	1.725
1.199	1.903	1.442
2.032	1.198	2.453

2.390	3.850	2.175	1.389	2.833	3.928
1.920	1.748	2.387	2.930	1.389	1.253
3.928	3.176	2.514	2.835	2.119	1.573
1.287	1.272	2.303	2.738	2.115	2.551
2.110	1.928	1.902	1.821	2.738	2.353
3.292	3.393	2.960	2.117	2.517	2.551
1.272	1.928	1.857	2.119	2.353	3.355

290	92	266
243	430	159
249	277	324
	175	304

110	383	272	288	585
859	494	75	58	48
748	524	558	58	
825	558	58		

209	2.402
	1.988

340	301	336	293	317
232	377	431	411	451
430	451	367	499	164
182	139	144	235	18

7.153	4.902	3.468	1.536	2.44
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DURATION: 2 Days

COURSE OVERVIEW

This course will familiarize participants with spreadsheet terminology and the fundamental concepts of Microsoft Excel, including navigating worksheets, customize views for worksheets and configure worksheets and workbooks. In addition, participants will learn to manage tables, utilize cell ranges and references in formulas and functions.

TARGET AUDIENCE

This course is tailored for complete beginners and for people who know the basics of Excel already. This course is for people who need to learn Microsoft Excel for work.

PREREQUISITES

No previous Excel skills are necessary.

LEARNING OUTCOMES

- Create and Manage Workbooks and worksheets
- Use of Excel templates and creates of templates
- Basic Excel formulas
- Printing setting and configure printing for different purposes
- Manage Excel tables – filter and slicer function in Table
- Cell formatting
- Using Statistical Functions

COURSE OUTLINE

- Format worksheets
- Customize options and views
- Header and footer
- Freeze, quick access toolbar
- Search, create and control template
- Useful functions in creating template - data validation
- Count, counta, countif
- Sumif, averageif
- Copy paste formula
- Anchoring in formula
- Customize options and views
- Header and footer
- Configure worksheets to print or save
- Goal seek
- Scenarios manager
- Format chart, insert picture
- Textbox and smartart



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Profile Synopsis

Alex Ng holds a Bachelor of Accounting from Universiti Kebangsaan Malaysia (UKM). He is a member of the Malaysian Institute of Accountants (MIA), Microsoft Certified Trainer (MCT) and PSMB Certified Trainer. Alex has more than 14 years of experience (including being attached previously in Ernst & Young, Swiss-Garden Resorts Kuantan, and FPG Oleochemicals Sdn Bhd) in handling a variety of corporate audit assignments, managing Finance team of 28 subordinates and various financial analysis and reporting.

His 14 years of working experiences includes hands-on experience as a Finance Analyst in managing financial analysis and budget/reporting system together with representatives from Asia and Europe finance team. He is also experienced in developing and customizing training manuals.

He has 4 years of experience in training as a certified HRDF and MCT trainer especially since 2016.

His mission is to help clients enhance performance, productivity and profitability by leveraging on his results-based management, accounting and Microsoft applications knowledge. He is an accomplished speaker and trainer, having conducted many seminars, workshops and speaking engagements on accounting, risk management, leadership and Microsoft Office training over the last 4 years. Alex NG is a member of CFO Club Malaysia, a non-profit organization dedicated to promoting financial management awareness to academics and younger generations.