



Expanding Microsoft Excel 2003 Charts

Course Description

How far have you maximized the potential of Microsoft Excel Charting? Creating a bar chart, a pie chart or a histogram is relatively straightforward. Exploring the more powerful charting features can be daunting to many. Mastering the skills of charting, which users tend to overlook, one will be able to produce imposing charts which reflects a more accurate and high-impact data presentation, be it for sales figures, for financial data, etc.

Contents

Module 1 : Chart Basic

- Various Types of Charts
- Knowing Which Chart to Use

Module 2 : Basic Charting

- Single Column Chart
- Combination chart
- Bar of Pie Chart

Module 3 : Effectively Communicating Data

- Benchmark and Delta Charts
- Highlighting One Column Chart
- Waterfall Chart
- Enhanced Column and Line Charts

Module 4 : Interactive Charts

- Chart that Automatically Expand as New Data is Entered
- A Dynamic Chart to Update Automatically
- Charting by Scroll Bar
- Charting by Checkboxes

Performance-based Objectives

At the end of the programme, participants will be able to:

- Identify the right chart to use
- Do basic charting
- Create a chart that show actual performance against expected performance
- Create a chart that focuses on one data point
- Show how an initial value is increased and decreased by a series of intermediate values, leading to a final value using charts
- Highlight Highest and Lowest values in charts
- Create and use interactive charts

Course Pre-requisites

Participants should have the basics of Windows and experience working with Microsoft Excel.

For further enquiries, please contact:



Ms Josephine / Pn Saziahayi

FMM Institute

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Fax: 03-62776712

Visit us at www.fmm.edu.my

SBL Scheme

Administrative Details

Programme Title: **Expanding Microsoft Excel 2003 Charts**

Dates : **September 2, 2013 ; December 11, 2013**

Time : 9.00 am – 5.00 pm

Venue : Suite 37-8,

The Boulevard, Midvalley City

Lingkaran Syed Putra

59200 Kuala Lumpur

Fees : FMM Members – RM 350 Non Members – RM 450

(Fees include course materials, Certificate of Attendance and refreshments. Lunch is not provided.)

Registration is on a first-come first-served basis. Cheques made in favour of the “**FMM Institute**” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

Expanding Microsoft Excel 2003 Charts

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Please tick (☒) accordingly:

Date

☐ September 2, 2013☐ December 11, 2013

PSMB Scheme

☐ SBL☐ Non-Contributor

Dear Madam,

Please register the following participant(s) for the above programme.

(To be completed in BLOCK LETTERS)

1) Name	Designation	E-mail
Nationality	IC No.	
2) Name	Designation	E-mail
Nationality	IC No.	
3) Name	Designation	E-mail
Nationality	IC No.	

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____ being payment for ____ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name	Designation	E-mail
Company		
Address		
FMM Membership No.	My Corporate Identity No.	
Tel No.	Fax No.	Date

Any one of below trainers will facilitate the programme.

Ms Chan Phooi Lai

Professional Qualifications

Bachelor of Economics, Majoring in Accounting, La Trobe University, Australia
Graduate Diploma in Business in Computing, Monash University, Australia

Experience

Ms Chan Phooi Lai has over 12 years of working experience in conducting IT training programs. She specializes in developing IT courses tailored to financial professionals, particularly in the Microsoft Excel software. Ms Chan has trained more than 1500 financial professionals over her 12 years working experience as a trainer and consultant. Ms Chan was involved in financial tasks in ATI Coburg, Australia prior returning to Malaysia.

Pentawise Sdn Bhd – Training Consultant (2004 – Present)

Training up new trainers and developing new courses as well as customizing courses accordingly to the needs of customers. Conduct training on Microsoft applications with emphasis on courses for financial professionals. Been running classes for MIA (Malaysian Institute Of Accountant) members since freelancing time.

Freelancer – Training Consultant (2000 – 2004)

Conduct customized courses for customers especially those in Finance sectors.

Training Consultant (1996 – 2000)

Conduct training on Microsoft courses, with emphasis on Visual Basic programming and Visual Basic for Applications. Provide technical support for internal staff and corporate customers. Develop course notes for Microsoft desktop application courses.

Software Training Instructor (1995-1996)

Developed notes for basic IT courses. Conducted IT training and provided system support for corporate customers.

A.T.I. Coburg, Australia – Account Assistant

Assisted in all accounting activities, such as handling invoicing, petty cash, journals, double-entries and printing of reports for management.

Ms Yong Pui Kim

Professional Qualifications

BSc. Computing Studies, Staffordshire University
Certified Novell Instructor (CNI)
Certified Novell Engineer
Microsoft Certified Trainer
Microsoft Certified System Engineer (MCSE)
Train the Trainer (TTT) - PSMB

Experience

Pentawise Sdn Bhd (2008 – present)

Ms Yong Pui Kim has more than 15 years of hands-on experience in training particularly in Networking for both the Microsoft Network System and Novell Network System. She currently specializes in conducting Microsoft Office Training from version 2000 to version 2010.

Her 15 years of training includes hands-on experience as a system engineer in managing network systems for clients of a system integrator company in Malaysia and Hong Kong. She is also experienced in developing and customizing training manuals.

Mr Ricky Chan

Professional Qualifications

Bachelor of Computer Science (Honours), University Sains Malaysia
Microsoft Certified Trainer (MCT)
Microsoft Certified Systems Engineer (MCSE) 2003
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Professional (MCP)

Experience

Mr. Ricky has more than 5 years of experience in conducting training on Microsoft and Linux operating systems, Microsoft SQL and Visual Basic programming courses. He also provides technical support for internal staff and corporate customers.

Ardent Solution - Senior Consultant (1998-2003)

Mr. Ricky provides IT consultancy to customers from various industries. He specializes in firewall implementations and e-mail systems. He also specializes in software integration to provide total solutions for customers. Mr. Ricky has a broad knowledge of operating systems, network architecture and systems implementation.

OpenSys - Consultant

Mr. Ricky was a vital member of the systems team that is responsible for providing professional services to customers such as NCR in the implementation and support of Branch View delivery system (BDS) – a bank tellering front end for several banks in Malaysia running on Windows NT 4.0.

He is heavily involved in a web based tellering front-end project for Regio Bank, a subsidiary of ING group, in the process of security hardening, systems technical testing and load regression testing the system to meet strict requirements for the bank. He helped produce the systems security architecture for securing both the operating systems and application. He was also highly involved in providing the knowledge for securing against system failures through the usage of high availability techniques such as clustering and load balancing. He was frequently absorbed in to other project teams to provide technical and systems knowledge and views to solve problems faced during project implementation.

Apart from systems solutions, Mr. Ricky is also involved in software development projects such as developing and customizing the software for a self service cheque deposit machine for Standard and Chartered Bank Brunei. He was also involved in the development and customization of a workflow system used in an insurance claims system.

Ms Mak Yoke Lai

Professional Qualifications

Advanced Diploma in Computer Studies
Informatics College
B.Sc (Hons) Computing
University of Portsmouth, United Kingdom
Master of Computer Science
University of Malaya

Experience

Ms Mak Yoke Lai has over 10 years of working experience in conducting IT training programs.

She has a wide variety of experience in both the professional industry as well as the commercial world. She is also a consultant and lecturer for college and university to conduct the IT Degree course, NCC Diploma, Business Diploma and E-Commerce. She has extensive knowledge in Microsoft Excel as she was involved with training projects for employees of Petronas, Sony Malaysia and Freescale.

Ms Sam Ong

Professional Qualifications

Certified CAD Instructor (AutoDesk)
Certified Novell Instructor (CNI)
Certified Lotus Administrator and Application Development &
Certified Lotus Instructor (CLPP- SA, AD, CLI) – R4, R5 & R6
Certified Train the Trainer (TTT)- PSMB
Certified IBM Instructor
Adobe (Macromedia) Instructor
Microsoft Certified System Engineer & Microsoft Certified Database Administrator (MCSE & MCDBA)
Certified ISO Auditor

Experience

Pentawise Sdn Bhd – Training Consultant (2007 – Present)

Ms Ong has over 19 years of working experience in conducting IT training programs in Malaysia & within the Asia Pacific Region.