FMM Institute (475427-W), Penang Branch

MS EXCEL 2010
(Intermediate and Advanced)

3 March 2014,
9.00AM – 5.00 PM

Training Venue:
FMM Institute, Bandar Seberang Jaya, Pulau Pinang.

SBL SCHEME
CLAIMABLE FROM PSMB

Objectives

The participant should be able to
- Enhance the appearance of Excel ribbons and charts
- Emphasizing data in charts by showing trends, adding text box, patterns and colours.
- Create database, advanced formulas and create summary reports with subtotals.

Course outline

Intermediate Level

1. **Module A: Workbook Protection**
- Protecting Worksheets, Workbooks and File
- Protecting Worksheets with Hidden Formulas
- Protecting Workbooks and File with Password

2. **Module B: Changing Data Appearance**

- Formatting Data with the Ribbon
- Formatting Data based on Its Value
- Using Conditional Format

3. **Module C: Performing Calculation on Named Groups**
- Understand Relatives and Absolute References
- Naming Methods
- Creating and Re-defining Range Names
- Creating Formulas with Range Names

4. **Module D: Advanced Functions**
- Using Lookup Functions
- Using VLOOKUP Function
- Using IF Function

5. **Module E: Presenting Data in Charts**
- Overview of Excel Charting Features
- Creating Chart
- Change Appearance of Charts
- Convert to Other Chart Types
- Insert Data Series into a Chart
- Creating Combination Chart with Secondary Axis

Advanced Level

6. Module A : Managing Data in List
- Basic Sorts
- Custom Sorts
- Sorting Database
- Filtering Database
- Subtotaling Data
- Using Functions with Lists
- Using Advanced Filtering and Auto Calculate
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7. Module B : Data Validation
- What is Data Validation?
- Creating a Drop-down List
- Creating Data Validation Formula

8. Module C : Data Analysis
- Analysing Data with Pivot Table
- Creating Pivot Table
- Using Scenario Manager
- Creating Different Scenarios
- Creating Summary Reports from Scenario Manager
- Using Goal Seek

9. Module D : Retrieving External Data
- Different types of Text FilesI
- Importing Delimited Text Files
- Importing Fixed Width Text Files
- Parsing a Column of Data
- Importing External Data
- Importing Data Using Microsoft Query

10. Module E: Recording Simple Macro
- Record a Macro to Copy and Convert Data
- Attach Macro to Quick Access Toolbar
- Attach Macro to a Command Button

THE FACILITATOR

Ms Penny Chuah Gaik Pheng has been a trainer since 1996. She holds a Professional Certificate, Engineering Council Part 2A, 2B and 2C in Electrical and Electronic Engineering. Her areas of expertise are Electrical/Electronic Engineering modules, Microsoft Application and AutoCAD

She has conducted and coordinated various engineering and workforce transformation programs for the industry workforce including companies like Intel, Hitachi, Motorola and many others. She is also an MLVK certified trainer for the Mechatronics Apprenticeship program offered by the Human Resources Development Berhad.

Penny is a very passionate trainer, and enjoys tremendously the classroom interaction with her participants. Her contagious friendliness has earned her many friends among the participants of her program. She is a content expert in AutoCAD, Microelectronics and basic electrical topics and has developed course materials for various subjects and workforce transformation programs.

Who Should Attend

Office Administrator, secretaries, managers and general PC users who intend to enhance knowledge & ability to support more advanced feature in Microsoft Excel.

ADMINISTRATIVE DETAILS

COURSE FEE   RM550 (FMM Member) / RM600 (Non-Member) per participant
                    (The fee includes luncheon, coffee/tea breaks and notes)

DRESS CODE   *Office Attire*

REGISTRATION   Participation in the program is based on a first-come-first-served
                    basis. Cheques made in favor of the "*FMM Institute*" should be forwarded
                    on or before program date to the FMM Institute, Northern Branch, Bandar
                    Seberang Jaya. **Participant who registered but did not attend, will be
                    billed accordingly. Upon confirmation, kindly send us the payment
                    before the commencement of the program.**

CANCELLATION   There will be no refund for cancellation within 2 days prior to the program, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the program. Please inform in writing if you intend to cancel. **A replacement can be accepted at no additional cost.**

DISCLAIMER   The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the program should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

ENQUIRIES   Ms Nazliza/Rashida/Haffiz/Rahayu
                FMM Institute
                No 2767, Mukim 11, LebuhTenggiri 2, Bandar Seberang Jaya,
                13700 SeberangPerai
                Tel: 04-6302052/04-3992057
                Fax: 04-6302054
                Email: nazliza@fmm.org.my/rashida@fmm.org.my/rahayu@fmm.org.my

CLOSING DATE   27 February 2014

REGISTRATION FORM
MS EXCEL 2010 (Intermediate and Advanced)

3 March 2014 /   9.00 AM – 5.00 PM)
Venue : FMM Institute Seberang Jaya, Pulau Pinang.

For further details please contact:
FMM Institute Penang Branch

- **Nazliza/Rashida** Tel: 04-6302052/50 Fax: 04-6302054
  Email : nazliza@fmm.org.my / rashida@fmm.org.my
- **Haffiz/Rahayu**   Tel: 04-3992057
  Email : hafiz@fmm.org.my / rahayu@fmm.org.my

_____

1. Name :_____

Designation : _____

Email:_____

2. Name :_____

Designation : _____

Email:_____

3. Name :_____

Designation : _____

Email:_____

4. Name :_____

Designation : _____

Email:_____

Enclosed cheque / bank draft no. _____ for

RM_____ being payment for

participant(s) made in favour of **"FMM Institute"**

Submitted By :

Name:_____

Designation:_____

Company:_____

Address:_____

_____

_____

Tel :_____

Fax:_____

Email:_____