

**MS EXCEL 2016 – ADVANCED**  
**23-24 AUGUST 2018 (THURSDAY-FRIDAY), 9.00 AM – 5.00 PM**  
**@ KRYSTAL POINT 2, Lebuh Bukit Kecil 6, 11900 Bayan Lepas, Penang.**

**Introduction:**

The **Advanced** program is designed for those with intermediate knowledge of Excel who wish to progress to the most complicated functions and features in Excel 2016.

**Target Group:** Learners who wants to create reports and perform calculation by using the Excel functions and features.

**Prerequisite:**

- Learners should have already known the intermediate level of Microsoft Excel

**Learning Objectives**

By the end of the program, learner will be able to:

- work with cell references;
- create and use range name in Formula & Function;
- apply conditional formatting;
- group and ungroup cells;
- perform calculation by consolidation;
- create commonly used analysis charts;
- create a simple PivotTable and PivotChart;
- work with links;
- use various protection in Excel;
- use analysis tools.

**HRDF Claimable  
under SBL Scheme**

**Program Delivery Style:**

Classroom based. All topics will be covered by way of practical sessions through exercises.

**Course Content**


**MS Excel 2016: Advanced**

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| <ul style="list-style-type: none"> <li>➤ <b>Module 1 – Working with Cell Reference</b> <ul style="list-style-type: none"> <li>✓ Relative Reference;</li> <li>✓ Absolute Reference.</li> </ul> </li> <li>➤ <b>Module 2 – Working with Range Name</b> <ul style="list-style-type: none"> <li>✓ Overview of Range Name;</li> <li>✓ Rules for Naming Range Name;</li> <li>✓ Create, Edit, and Delete a Range Name;</li> <li>✓ Using Range Name in Formulas &amp; Functions.</li> </ul> </li> <li>➤ <b>Module 3 – Working with Conditional Formatting</b> <ul style="list-style-type: none"> <li>✓ Highlight Cells Rules;</li> <li>✓ Top/Bottom Rules;</li> <li>✓ Data Bars;</li> <li>✓ Color Scales;</li> <li>✓ Icon Sets;</li> <li>✓ Using Formulas &amp; Functions in Conditional Formatting.</li> </ul> </li> <li>➤ <b>Module 4 – Creating List and Grouping of Data</b> <ul style="list-style-type: none"> <li>✓ Create List;</li> <li>✓ Group &amp; Ungroup Data.</li> </ul> </li> <li>➤ <b>Module 5 – Data Consolidation</b> <ul style="list-style-type: none"> <li>✓ Subtotal;</li> <li>✓ SUBTOTAL Function;</li> <li>✓ Consolidate.</li> </ul> </li> <li>➤ <b>Module 6 – Advanced Charting Tips</b> <ul style="list-style-type: none"> <li>✓ Overlapping Column Chart;</li> <li>✓ Pie of Pie / Pie of Bar;</li> <li>✓ Combination Chart;</li> <li>✓ Two-Axis Chart.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Module 7 – Working with PivotTable &amp; PivotChart</b> <ul style="list-style-type: none"> <li>✓ Recommended PivotTable;</li> <li>✓ Create PivotTable from Quick Analysis;</li> <li>✓ Create a PivotTable;</li> <li>✓ Refresh and Change Data Source in PivotTable;</li> <li>✓ Perform Simple Calculations in PivotTable;</li> <li>✓ Using Slicers;</li> <li>✓ Using Timelines;</li> <li>✓ Create a PivotChart.</li> </ul> </li> <li>➤ <b>Module 8 – Working with Links in Excel</b> <ul style="list-style-type: none"> <li>✓ Create Formula with Links;</li> <li>✓ Fixing Broken Links.</li> </ul> </li> <li>➤ <b>Module 9 – Using Protection in Excel</b> <ul style="list-style-type: none"> <li>✓ Track Changes;</li> <li>✓ Protect Sheet;</li> <li>✓ Protect Workbook;</li> <li>✓ Password to Open;</li> <li>✓ Password to Modify;</li> <li>✓ Protecting Worksheets with Hidden Formulas.</li> </ul> </li> <li>➤ <b>Module 10 – Using Analysis Tools</b> <ul style="list-style-type: none"> <li>✓ Using Goal Seek;</li> <li>✓ Variable Data Table;</li> <li>✓ Using Scenario Manager;</li> <li>✓ New Feature in Excel 2016 for Forecasting.</li> </ul> </li> <li>➤ <b>Module 11 – Introducing to Excel Macro</b> <ul style="list-style-type: none"> <li>✓ What is Excel Macro?</li> <li>✓ Create a Simple Macro;</li> </ul> </li> </ul> |
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**Closing date for registration:  
16 August 2018**

**flexiEdge Training PLT**  
Shoplot No. 9, Ground Floor,  
Hotel Equatorial Penang,  
1, Jalan Bukit Jambul,  
11900 Bayan Lepas, Penang.  
Tel/ Fax: 604-646 8377

	<ul style="list-style-type: none"> <li>✓ Record a Macro;</li> <li>✓ Run a Macro;</li> <li>✓ Delete a Macro;</li> <li>✓ Assign Macro to Form Button;</li> <li>✓ Assign Macro to a Shape;</li> <li>✓ Assign Macro to a Picture;</li> <li>✓ Add a Macro to QAT (Quick Access Toolbar).</li> </ul>
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**Course Leader**

**Irene Lau**, a highly accomplished and renowned Professional ICT Consultant & Trainer has an extensive work experience of 17 years. She carries a wide ranging of 6 years industrial experience - with Foxconn Technology Group (Shenzhen, China), Dell Asia Pacific Sdn. and 11 years of industrial, corporate & institutional project & training in ICT fields. Her contribution in enriching people's ICT experiences is supported in trainings with her creation of industrial data to match with the industrial standard. Irene holds the degree of Bachelor of Science in Computing and Information Systems with Upper Second Class Honours from University of Lincolnshire and Humberside, UK. Furthermore, she is the PSMB (Pembangunan Sumber Manusia Berhad) certified TTT (Train- The-Trainer).

Having valuable in her working experiences, she brings a wealth of highly skill and knowledge to impact and connect with the participants. Irene has been given top evaluation for her trainings in many famous Multi-National Companies (Intel, Western Digital, Broadcom, Lumileds, BBraun, Benchmarl, Renesas, Texchem, and tec.) in across Malaysia.

Irene 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 learning and researching for all kinds of new technologies and has developed course materials for various training notes.



With her 17 years of working experience, Irene's key areas of expertise include:

1. Microsoft Windows XP/Vista/7/8/8.1/10
2. Microsoft Office 2003/2007/2010/2013/2016
3. Microsoft Office VBA
4. Visual Studio 2008/2010/2012/2013/2015/2017
5. Microsoft SQL Server 2008/2012/2014/2016
6. Oracle
7. macOS
8. iWorks (Pages, Numbers, Keynote) 9. Final Cut Pro
10. Apache OpenOffice, LibreOffice
11. Web Programming (HTML, CSS, JAVA, JavaScript)
12. Web Site Design (W3.CSS, Bootstrap, Joomla, WordPress)

**Investment / Participation Fees**

<b>RM 750.00 / participant</b>	<b><u>10% group discount for three (3) or more registered participants from the same company or subsidiaries</u></b>
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**REGISTRATION FORM**

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No.	Name of Participant(s)	Designation	Vegetarian? (please ✓)
1			
2			
3			
4			

5			
6			

**Registration Submitted By:**

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

Payment: Enclosed herewith Cheque/ Bank Draft (No. \_\_\_\_\_) amounting to RM \_\_\_\_\_ for ( ) participant(s), crossed and made payable to "flexiEdge Training PLT". OR Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and send us the bank in/ transaction slip.

**Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my) or through fax to 04-646 8377.**

**\*For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355**

**Terms and Conditions**

1. Fees are inclusive of program kits, refreshments and lunch and certificate of attendance.
2. Program confirmation will be notified through email before the program date. Kindly ensure the email provided is reachable. Please check your email, read the details especially the date, time and final venue and acknowledge the confirmation notification.
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program closing date, no fee shall be charged.  
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, replacement is allowed. No shows shall be fully billed. No refund if participant/ replacement does not turn up on the program day.
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

*This program can be customised for In-House Training upon request.  
Please contact Ms. Felicia Tham/ Mr. Quah Eng Siang @ 04-646 8377/ 012-479 8377 or email us at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)*