

MS EXCEL 2016 – BASIC & INTERMEDIATE
15-16 AUGUST 2018 (WEDNESDAY-THURSDAY), 9.00 AM – 5.00 PM
@ KRYSTAL POINT 2
Lebuh Bukit Kecil 6, 11900 Bayan Lepas, Penang.

Introduction:

The **Basic** program aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016.

While the **Intermediate** program is designed for those with basic knowledge of Excel who wish to progress to the most complicated functions and features in Excel 2016.

Target Group: Learners who are new to Excel and need to know the Excel 2016 and learners who wants to create a report and perform calculation by using the Excel functions and features.

Prerequisite:

- Learners should have already known how to use Microsoft Windows and mouse & keyboard (for **Basic** level).
- Learners should have already known the Basic level of Microsoft Excel (for **Intermediate** level).

Learning Objectives

For **Basic** level, by the end of the program, learner will be able to:

- get started with Excel 2016;
- explore the general environment of Excel 2016;
- perform simple calculation & formatting.

For **Intermediate** level, by the end of the program, learner will be able to:

- use the IF and VLOOKUP/HLOOKUP functions;
- manipulate information;
- apply sorting;
- filter data;
- apply charting elements;
- use Sparklines to show data trend.

Program Delivery Style:

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

Course Content

MS Excel 2016: Basic

- **Module 1 – Getting Started with Microsoft Excel 2016**
 - ✓ Overview the Excel 2016 Interface;
 - ✓ Overview the Excel 2016 Ribbon Tabs;
 - ✓ Overview the Excel 2016 Backstage View;
 - ✓ File Formats Supported in Excel 2016;
 - ✓ Limitation of Excel 2016;
 - ✓ Understanding Workbook, Worksheet, Column, Row, and Cell.
- **Module 2 – Setting Up a Workbook in Excel 2016**
 - ✓ Creating a New Workbook;
 - ✓ Modifying a Workbook;
 - ✓ Navigating the Worksheet Tab;
 - ✓ Customizing the Excel Program Window;
 - ✓ Working with Simple Data and Basic Excel Tables;
 - ✓ Find and Replace Feature in Excel;
 - ✓ AutoCorrect Feature in Excel;
 - ✓ Creating a Table.
- **Module 3 – Entering and Editing Data in Cells**
 - ✓ Working with Simple Data;
 - ✓ Move or Copy Data to Another Worksheet or Workbook;
 - ✓ Undoing or Redoing an Action;
 - ✓ Checking the Spelling in Your Worksheet;
 - ✓ Creating an Excel Table.

MS Excel 2016: Intermediate

- **Module 1 – Working with Conditional Logic**
 - ✓ IF Function;
 - ✓ New Function in Excel 2016 for IFS Function (only available for Excel 2016 (Office 365));
 - ✓ AND Function;
 - ✓ OR Function.
- **Module 2 – Working with Lookup Tables**
 - ✓ VLOOKUP Function;
 - ✓ HLOOKUP Function.
- **Module 3 – Manipulating Information**
 - ✓ Text to Columns;
 - ✓ Remove Duplicates;
 - ✓ Working with Data Validation.
- **Module 4 – Sorting**
 - ✓ Basic Sort;
 - ✓ Custom Sort.
- **Module 5 – Working with Database**
 - ✓ Applying AutoFilter;
 - ✓ Create an Excel Table in a Worksheet.
- **Module 6 – Working with Charts**
 - ✓ Simple Chart Elements Setting;
 - ✓ Recommended Charts;
 - ✓ Create Chart from Quick Analysis;
 - ✓ Column Chart;



REGISTER NOW!

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

- **Module 4 – Math Basics**
 - ✓ Getting Started with Formula in Excel;
 - ✓ Creating Formulas;
 - ✓ Improved AutoComplete in Excel 2016 for Function Name.
- **Module 5 – Formatting Worksheets**
 - ✓ Formatting Cells;
 - ✓ Applying Cell Style;
 - ✓ Applying a Design Theme to a Worksheet;
 - ✓ Applying a Number Format;
 - ✓ Entering Dates and Times in Cells;
 - ✓ Entering Data Using Fills;
 - ✓ Applying Conditional Formatting;
 - ✓ Adding Images to Worksheets;
 - ✓ New Preset Styles in Excel 2016 for Quick Shape Formatting.

- ✓ Bar Chart;
- ✓ Line Chart;
- ✓ Pie Chart;
- ✓ New Chart in Excel 2016 for Histogram.
- **Module 7 – Using Sparklines to Show Data Trends**
 - ✓ Introduction to Sparklines;
 - ✓ Create Sparklines;
 - ✓ Edit Sparklines;
 - ✓ Clear Sparklines.

**HRDF Claimable
under SBL Scheme**

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

RM 750.00 / participant

10% group discount for three (3) or more registered participants from the same company or subsidiaries

REGISTER NOW!

**Closing Date for Registration:
08 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

REGISTRATION FORM



MS EXCEL 2016 – BASIC & INTERMEDIATE
15-16 AUGUST 2018 (WEDNESDAY-THURSDAY), 9.00 AM – 5.00 PM
@ KRISTAL POINT 2,
Lebuh Bukit Kecil 6, 11900 Bayan Lepas, Penang.



No.	Name of Participant(s)	Designation	Vegetarian? (please <input type="checkbox"/>)
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 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

- Fees are inclusive of program kits, refreshments and lunch and certificate of attendance.
- 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.
- (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.
- 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*