

## MICROSOFT EXCEL - MASTERING PIVOT TABLE & VLOOKUP FUNCTION

19 November 2021 (Friday)  
9.00 am – 5.00 pm

Remote  
Online  
Training  
via



### Introduction:

PivotTable and the VLOOKUP Function is the most popular and powerful feature in Microsoft Excel. PivotTable summarizes and analyses large amount of data; while VLOOKUP helps you to search and retrieve relevant information for your reporting. This course explores deeper into the usage of PivotTable and using VLOOKUP to obtain various complicated information.

### PRE-REQUISITES

Completed Excel Level 2 (Intermediate) Training or have mastered the following skills:

- Performing basic tasks such as Cut, Copy, Paste, Paste Special
- Performing basic tasks such as AutoFill and Drag and Drop
- Formatting Cells
- Creating and Formatting a Table
- Performing common Calculations and Level 2 Formulas and Functions:
  - ✓ Addition, Subtraction, Multiplication and Division.
  - ✓ Referencing Absolute (Fixed) data.
  - ✓ SUM, AVERAGE, COUNT, SUMIF, AVERAGEIF, COUNTIF Functions.
  - ✓ IF, IFERROR Functions.

This program applies to  
Microsoft Excel version  
2013/2016/2019

### Who Should Attend:

This program is suitable for users who are required to crunch and analyze large amount of data.



under SBL-Khas  
Scheme

### Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ Summarize and analyze raw data with PivotTable;
- ✓ Add Formulas to enhance the PivotTable report; and
- ✓ Use VLOOKUP Function in different ways to manage different situations.

### Methodology:

This training will be conducted through interactive presentation, practical exercises and group assignments. The lab exercises cover case studies from various industries and sectors.

### Program Outlines

Program Time	Topic(s)	
9.00 am	Registration Pre-Test Welcome to the program	
9.15 am	<b>Module 1: Introduction to PivotTable</b> <ul style="list-style-type: none"> <li>▪ Create a New PivotTable</li> <li>▪ Adding and Removing Fields</li> <li>▪ Rearranging the Fields</li> </ul>	<ul style="list-style-type: none"> <li>▪ PivotTable Field and Area Layout</li> <li>▪ Changing the PivotTable Style</li> <li>▪ Changing the Report Layout</li> <li>▪ Personalize the Default Layout (ver. 2019 onwards)</li> </ul>
10.30 am	Morning coffee break	
10.45 am	<b>Module 2: Managing the PivotTable</b> <ul style="list-style-type: none"> <li>▪ Sorting Data:               <ul style="list-style-type: none"> <li>✓ Standard Sorting</li> <li>✓ Number Sorting</li> <li>✓ Custom Sorting</li> </ul> </li> <li>▪ Grouping Data:               <ul style="list-style-type: none"> <li>✓ Collapse &amp; Expand Data</li> <li>✓ Viewing Numbers by Range</li> <li>✓ Viewing Dates by Year, Quarter &amp; Month</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Ungrouping Data</li> <li>▪ Filtering Data:               <ul style="list-style-type: none"> <li>✓ AutoFilter</li> <li>✓ Numbers Filter</li> <li>✓ Text Filter</li> </ul> </li> <li>▪ Updating PivotTable:               <ul style="list-style-type: none"> <li>✓ Updating Data Changes</li> <li>✓ Updating Data Source</li> </ul> </li> <li>▪ Modifying Number Formats</li> </ul>
12.30 pm	Lunch	
1.30 pm	<b>Module 3: Calculations in PivotTable</b> <ul style="list-style-type: none"> <li>▪ Modifying the Summarize Values By</li> <li>▪ Adding More Fields to Values Area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Writing Formulas in Raw Data</li> <li>▪ Solving a Common Miscalculation in PivotTable</li> </ul>

3.15 pm	Afternoon coffee break	
3.30 pm	<b>Module 4: Using VLOOKUP Function</b> <ul style="list-style-type: none"> <li>▪ VLOOKUP Exact Match</li> <li>▪ VLOOKUP Approximate Match</li> </ul>	<ul style="list-style-type: none"> <li>▪ Using the 3 Common Assistants to Empower the VLOOKUP</li> <li>▪ Retrieving Information with Duplicate Values</li> </ul>
4.50 pm	Post -Test Program Evaluation	
5.00 pm	Program ends	

### Course Leader

#### Patrick Cheah Liat Hin

Microsoft Office Specialist (MOS): Microsoft | Microsoft Certified Trainer (MCT): Microsoft | ACS, ALB, Toastmasters International

Patrick Cheah has been involved in the IT and Training industry since 2002. He is very passionate about sharing practical knowledge and providing technical solutions. His training involves interactive lectures, group assignments and presentations. A Microsoft Certified Trainer and also a member of the Toastmasters International, he has conducted trainings since 2005 to clients from various sectors. Patrick is also involved in writing online IT articles.

Patrick develops his own training materials – Lesson Plans, Exercise Files, Assessments and Customised Topics based on his research, past working experiences and real-world scenarios. In addition, he provides IT Consultation and Speech Coaching for Toastmasters International Speech contestants. One of his clients, S. Chulan, won 3rd Place in the Division Level in 2018. The following year, he won 1st Place in the Division Level and participated in the District Level, the highest Level in Peninsular Malaysia.

His area of specialisation:

#### Information Technology:

Microsoft Office 2007 – 2019 (Basic – Advanced Level)

✓ Microsoft Excel; Microsoft PowerPoint; Microsoft Word; Microsoft Access; Microsoft Publisher

Open Office (Basic – Advanced Level)

✓ Open Office Calc; Open Office Impress; Open Office Writer

Customised Microsoft Office Level 4 Courses

✓ Graphicalise your PivotTable (Excel Dashboard); Highlight Important Information with Formulas (Excel Adv. Conditional Formatting)

Patrick Cheah has conducted Trainings and Workshops for various stakeholders that include Internal Staff and Business Partners, Working Professionals and even the Visually Impaired community. Among the major clients are:

#### Manufacturing Sector

- ✓ Dell Asia Pacific Sdn. Bhd, Penang
- ✓ Intel Technology Sdn. Bhd, Penang
- ✓ Jabil Circuit Sdn. Bhd, Penang
- ✓ Finisar (M) Sdn. Bhd, Perak
- ✓ Fuji Electric (M) Sdn. Bhd, Kedah
- ✓ Delfi Cocoa (M) Sdn. Bhd, Johor
- ✓ ON Semiconductor, Negeri Sembilan
- ✓ Texas Instruments Electronics, Malacca
- ✓ GS Paper & Packaging Group, Selangor

#### Education Sector

- ✓ Disted College, Penang
- ✓ St. Nicholas' Home, Penang
- ✓ KDU Penang University College
- ✓ Inti International College, Penang
- ✓ Wawasan Open University, Penang
- ✓ International School of Penang: Uplands
- ✓ Prince of Wales Island International School
- ✓ Nexus International School, Selangor
- ✓ Politeknik Kuching, Sarawak

#### Government Sector

- ✓ Perbadanan Bekalan Air (PBA), Penang
- ✓ Setiausaha Kerajaan (SUK), Penang
- ✓ PLUS Highway Bhd. Malaysia
- ✓ Prasarana Malaysia Bhd

### Investment / Participation Fees



#### Category 1: Early Bird Rate:

\*\*\**(register by 26 October 2021)*  
**RM 159.00 per participant**



**Category 2:  
Normal Rate:**  
**RM 212.00 per participant**

Closing date for registration:  
12 November 2021

**PUBLIC PROGRAM**

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**

**MICROSOFT EXCEL**

**- MASTERING PIVOT TABLE & VLOOKUP FUNCTION**

**19 November 2021, 9.00 am – 5.00 pm**

Remote Online  
Training via



No.	Details of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	*Self-Sponsored? (please tick ✓)
1	Name:				
	Email:				
2	Name:				
	Email:				
3	Name:				
	Email:				

**Registration Submitted By:**

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

**Registration Process & Payment Method:**

- Please note that this program is registered under **SBL-KHAS** Scheme. **Participation fees will be deducted from employer's HRDF account and paid directly to flexiEdge Training PLT.**
- Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)
- flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- Employer/Company needs to submit training grant application to HRDF before program date. Once approved by HRDF, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration).
- Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.

**For Self-Sponsored Participants\*:**

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

\*For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.

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**

- Fees are inclusive of soft copy program materials (in pdf) and e-certificate of attendance.
- Program confirmation will be given through email before the program date.
- (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, 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, **only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day shall be fully billed. No refund if participant/ replacement does not turn up on the training 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.

Visit us at [www.flexiedge.com.my](http://www.flexiedge.com.my)

\*Please note that this is a **Public** program. According to HRDF Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under SBL KHAS Scheme.