



Microsoft Excel - Intermediate

Trainer: Siti Suriani Binti Shih Othman

Date: 19-20 September 2023 (Tuesday - Wednesday)

Time: 9AM – 5PM

Venue: Pearl Point Hotel KL / Gleamy Center, KL

Description

In this course, you will learn how to link workbooks and worksheets, work with range names, sort and filter range data, and analyze and organize with tables. You will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, you will also understand PivotTables, PivotCharts, and slicers.

Who this course is for?

Those wishing to increase their knowledge of Excel to create more in-depth worksheets and improve the presentation of data.

Objectives

- Learn the building blocks of Intermediate Excel functionality.
- Link Workbooks and Worksheets.
- Work with Range Names and Sort and Filter Range Data.
- Analyze and Organize with Tables.
- Use Conditional Formatting and Display Data Graphically.
- Outline with Subtotals and Groups.
- Understand PivotTables, PivotCharts, and Slicers

Requirements

- A working knowledge of creating/formatting simple spreadsheets, basic formulas and functions
- Excel Introduction course or equivalent knowledge or experience.

Course Syllabus

1. Linking Workbooks and Worksheets
 - ✓ Linking Workbooks and Worksheets
 - ✓ Linking Worksheets with 3D References
 - ✓ Understanding the Consolidate Feature

2. Working with Range Names
 - ✓ Using the Name Box and Define Name
 - ✓ Using Create from Selection

3. Sorting and Filtering Range Data
 - ✓ Differences Between Sorting and Filtering
 - ✓ Sorting Lists
 - ✓ Filtering Lists
 - ✓ Creating Subtotals

4. Analyzing and Organizing with Tables
 - ✓ Creating Tables and Understand the Benefits
 - ✓ Understanding the Elements of a Table
 - ✓ Formatting a Table
 - ✓ Sorting and Filtering Tables
 - ✓ Filtering with Slicers
 - ✓ Calculating with Tables

5. Using Conditional Formatting
 - ✓ Highlight Cells and Top Bottom Rules
 - ✓ Data Bars, Icon Sets, and Color Scales
 - ✓ Using Custom Fonts and Colors
 - ✓ Using Custom Conditional Formatting
 - ✓ Modifying or Removing Conditional Formatting

6. Displaying Data Graphically
 - ✓ Creating Charts
 - ✓ Understanding Chart Elements
 - ✓ Formatting Charts
 - ✓ Creating Dual Axis Charts
 - ✓ Creating a Chart Template
 - ✓ Displaying Trends with Slicers

7. Understanding PivotTables, PivotCharts and Slicers
 - ✓ Creating a PivotTable
 - ✓ Working with PivotTable Fields Pane
 - ✓ Formatting PivotTable
 - ✓ Creating a PivotChart
 - ✓ Formatting PivotChart
 - ✓ Using Slicers and Timeline Slicers



TRAINER PROFILE

SITI SURIANI BINTI SHIH OTHMAN **Microsoft Office Specialist (MOS)**

Siti Suriani started her career as an Information Technology Lecturer in few local colleges and universities back in year 1999. In her 8 years' experience as a lecturer, she picks up various discipline in IT related subjects. She also involved in giving Microsoft Office Applications training to various companies.

Since 20 March 2006 till present, Siti Suriani decided for a career change. She moved to IT related training.

As a Training Consultant, she focused more on Microsoft Office Applications training. She has facilitated training programs in link with broad-ranging groups of training institutes and clients. She is familiar and proficient with Microsoft Office Applications and during her training she will address the day to day issues faced by employees in today's corporate environment.

In year 2007 till 2008 Siti Suriani had been appointed as one of the Master Trainer for The Teaching and Learning of Science and Mathematics in English (Pengajaran dan Pembelajaran Sains dan Matematik Dalam Bahasa Inggeris - PPSMI). Her role as a Master Trainer was to give training to all the trainers representing different states around Malaysia on how to deliver the training to all the teachers in various schools in Malaysia.

Aside to giving training, Microsoft Malaysia has engaged her to share her expertise on how to fully maximize the usage of Microsoft Office Applications since year 2008 till current. She had done many workshops around Malaysia for major Microsoft Malaysia customers mostly focusing on the Tips and Tricks and also best practices.

Siti Suriani was involved as a Handyman in Handyman Project under Shell Global Solutions, Malaysia since 2008 till 2011. To be given the opportunity to give One-to-one consultation with the client by looking, asking and solve problem related to the data provided by the clients. Examples of topics covered for Handyman sessions are E-mail and Calendar, Standard & Mobile Office, Archiving & Back-ups, NetMeeting, Livelink, Live Meeting and Microsoft Office Applications.

Nov 2010 to Feb 2011 she was being given another golden opportunity by ExxonMobil Malaysia to be the lead trainer in the Migration from XME to GME project to train almost 3000 staffs. This training also includes Microsoft Office 2010 and Windows 7.

Academic Qualification

1999 – Bachelor of Computer Science (Honours) · Computing (Single Major) - USM

2001 – Master of Science · Distributed Computing – UPM

Working Experience

- Cybernetics International College of Technology · Lecturer · (June 1999 to May 2002)
- MARA University of Technology (UiTM Seri Iskandar) · Lecturer · (June 2002 to July 2003)

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- Cosmopoint College of Technology · Lecturer · (September 2005 to March 2006)
- Iverson Associates Sdn Bhd · Senior Training Consultant · (March 2006 to February 2011)
- Info Trek Sdn Bhd · Senior Training Consultant · (February 2011 to April 2017)
- Freelance · Senior Training Consultant · (May 2017 to present)

Professional Certification

- Microsoft Certified Application Specialist for Office Excel 2007
- Microsoft Certified Application Specialist for Office PowerPoint 2007
- Microsoft Certified Application Specialist for Office Word 2007
- Microsoft Office Specialist for Office Excel 2016
- Microsoft Office Specialist for Office Word 2016
- PSMB Certified Trainer

Skills Expertise

Microsoft Office Excel version 95, 97, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019, Office 365
Microsoft Office PowerPoint version 95, 97, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019, Office 365
Microsoft Office Word version 95, 97, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019, Office 365
Microsoft Office Project version 2003, 2007, 2010, 2013, 2016
Microsoft Office Outlook version 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019, Office 365
Microsoft Office Access version 97, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019

Microsoft Office Workshops (Microsoft Malaysia)

- DIGI Telecommunications Sdn Bhd
- Halal Industry Development Corporation
- Institut Jantung Negara Sdn Bhd
- Lembaga Tabung Haji
- Newfield Sarawak Malaysia Inc
- PERKESO
- Sunway Medical Centre
- Sutera Harbour Resort - The Pacific Sutera Hotel
- BSN

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