



Excel Mastery: Creating and Analyzing Data with Tables, Pivot Tables, and Charts

Trainer: Siti Suriani Binti Shih Othman

Date: 8 June 2023 (Thursday)

Time: 2PM – 6PM

Mode: Virtual Training

Platform: Zoom / Microsoft Team

Course Objectives:

- Perform data analysis in Excel using classic analytics tools
- Manage and summarise your Database effectively
- Organize Your Data with filter and sort
- Learn to use Table as the source to save time and prevent errors
- Present Your Data with Charts & Sparklines
- Use Pivot table to recognize and make sense of your business data

Course Modules:

1.0 Tables- Creating, Sorting & Filtering

Create a Table | Sort | Filter | Total Row | Table Name

In this module, you will learn how to have better data management by sorting & filtering the data to meet and display the criteria that you are looking for.

2.0 Table as Source Data

Learn how to use Table as the source of Pivot Table and Chart

Learn why using an Excel Table as the source of a pivot table can save time and prevent errors

3.0 Illustrate Your Data with Charts

Create a Chart | Change Chart Type | Switch Row/Column | Legend Position | Data Labels

Now that you have organised and managed your data, what's next? In this module, you will be able to illustrate and present your data graphically, makes it easy to visualize comparisons and trends.

4.0 Show Data Trends with Sparklines

Create Sparklines | Customize Sparklines | Sparkline Types | Sparkline Axes

Use sparklines to show trends over time in a series of values, such as seasonal increases or decreases, economic cycles, or to highlight maximum and minimum values.

5.0 Analyze & Summarize Data with Pivot Tables

Insert a Pivot Table | Drag fields | Sort | Filter | Change Summary Calculation

Pivot tables are one of Excel's most powerful and intimidating features. A pivot table allows you to extract and summarize huge datasets with just a few clicks! In this module, we will walk you through on how to create pivot table and use pivot table to answer the questions raised by your finicky data-driven boss.



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)

- Bahagian Teknologi Maklumat, Pejabat SUK Negeri Selangor
- DIGI Telecommunications Sdn Bhd
- Halal Industry Development Corporation
- Institut Jantung Negara Sdn Bhd
- Lembaga Tabung Haji
- Newfield Sarawak Malaysia Inc
- PERKESO
- Securities Commission Malaysia
- Sunway Medical Centre
- Sutera Harbour Resort - The Pacific Sutera Hotel
- BSN

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