



## Microsoft Excel Tips & Trick

**Trainer:** Siti Suriani Binti Shih Othman

**Date:** 25 May 2023 (Thursday)

**Time:** 9AM – 1PM

**Mode:** Virtual Training

**Platform:** Zoom / Microsoft Team

### Course Objectives:

- Learn the best tips & shortcuts to take your Excel game to next level
- Speed Up your work with copy paste tricks
- Learn Cell Referencing and the importance of \$ symbol
- Perform useful functions to automate calculations and tasks

### Course Modules:

#### **1.0 Awesome Keyboard Shortcuts that You Should Know**

Basic | Moving | Selecting | Formulas | Formatting | Workbook

*Still working overtime to manage your worksheet? In this module, you will learn how keyboard shortcuts can drastically increase your productivity and reduce your work-time.*

#### **2.0 The Function Keys in Excel**

F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12

*Function keys act as predefined formulas in MS-Excel. These are easy shortcuts, which make your usage of MS-Excel effortless.*

#### **3.0 Excel Copy & Paste Tricks**

Paste Formulas | Paste Values | Paste Formatting | Transpose

*We love copy and paste. But are you using the correct way to copy and paste? Here you will learn how to copy and paste like a PRO!*

#### **4.0 Excel Templates to Make Your Life Easier**

Existing Templates | Create a Template

*In this module, you will learn how to do use templates in excel to help create some really great looking files with amazing built in functionalities. Of course, you can create a template and save it for future use.*



## **5.0 Cell References & How to use \$ Symbol**

Relative Reference | Absolute Reference | Mixed Reference

*Excel cell reference confuses many users. In this module, you will find the answers and easy way to understand how cell references work and how to place your \$ symbol in your cell.*

## **6.0 Named Range**

Create a name range | Use in formula | Edit

*Named range is one or more cells that have been given a name. Using named ranges can make formulas easier to read and understand.*

## **7.0 10 Excel Most Used Functions for Data Analysis**

COUNT | SUM | IF | AVERAGE | COUNTIF | SUMIF | VLOOKUP | MIN | MAX | SUMPRODUCT

*Excel contains over 450+ functions. Here we cover those functions that are mostly used for data analysis.*



## **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