



AVENTIS
LEARNING GROUP

Mastering Microsoft Excel Intermediate Level Features & Skills

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Introduction



This course provides you with the knowledge required to use Excel functions and work with various tools to analyse data in spreadsheets, such as sorting, filtering, conditional formatting and Sparklines, organise table data and present data as charts, create chart template, discover how Excel spreadsheets are constructed and summarize data with PivotTable and PivotChart.

- If you require an efficient way to analyze your data using Excel
- If you deal with budgets, P&L, Sales or other administrative data and need to display the information using interactive Excel charts and reports
- If you need to summarize massive data with PivotTable and PivotChart

Then this is the right course for you!

Learning Outcomes



Gain Mastery, Confidence and Improve Productivity

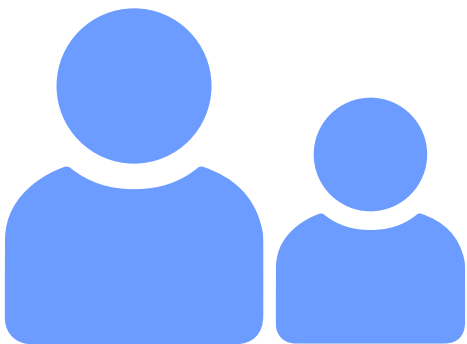
Using Simple Techniques to get the most out of Excel's statistical and financial functions to save valuable time and effort on

- Formatting reports using conditional formatting rules and styles
- Using Flash Fill and Quick Analysis
- Quickly transform business data into informative reports using PivotTables

Acquire Powerful Data Analysis Capability

Leverage Excel's amazing tools, including PivotTables and PivotCharts capability which helps you analyze trends in data without having to worry about what formulas to be written and transform data into small, concise reports that tell you exactly what you need to know and identify patterns to enhance other research effort.

Who Should Attend?



This course is perfect for experienced Excel users who want to replace manual tracking of financial data with interactive Excel analysis and reports. It is intended for senior officers, executives and decision makers in government, corporate and private organisations.

- Business owners who run small to medium-sized businesses will be able to replace manual business data tracking processes with interactive Excel analysis and reports
- Managers or new employees who want to learn how to summarize business data and pave the way to put it into meaningful and useful reports.
- Delegates who intend to increase their work productivity with effective and time-saving data analysis skills
- Experienced Excel users who wish to learn more about Excel's business-analysis capabilities

Note: Learners are required to bring a laptop equipped with Windows version Microsoft Excel 2016 / 365 / 2019

Course Outlines

1. Working with Multiple Windows and Worksheets

- 1.1. Split Window
- 1.2. Freeze a Portion of Worksheet
- 1.3. Create Custom View
- 1.4. Compare Side-by Side
- 1.5. Create New Windows
- 1.6. Arrange All Windows
- 1.7. Work on Multiple Worksheets Concurrently
- 1.8. Using the Clipboard

2. Calculating With Functions

- 2.1. Create Formulas Using Names
- 2.2. Manage Names Using The Name Manager
- 2.3. Date And Time Functions TODAY, NOW, WEEKDAY, WEEKNUM, WORKDAY, WORKDAY.INTL, NETWORKDAYS, DAY, MONTH, YEAR, DATE, EDATE, EOMONTH
- 2.4. Logical Functions IF, AND, OR
- 2.5. Conditional Functions COUNTIF, SUMIF, AVERAGEIF
- 2.6. Text Functions LEFT, RIGHT, MID, CONCAT, UPPER, LOWER, PROPER, FIND, LEN, TRIM
- 2.7. Flash Fill
- 2.8. Convert Text To Columns Wizard

3. Analyzing Data With Table

- 3.1. Format Data Range As Table
- 3.2. Use The Table Tools
- 3.3. Create Table With Quick Analysis
- 3.4. Remove Duplicate Records
- 3.5. Add Total Row To Table
- 3.6. Insert Calculated Columns
- 3.7. Filter Table Data With Custom Filter
- 3.8. Use Slicer To Filter Data
- 3.9. Build Dynamic Chart With Table

Course Outlines

4. Conditional Formatting & Sparklines

- 4.1. Overview Of Conditional Formatting
- 4.2. Apply Conditional Formatting
- 4.3. Sort Data By Color
- 4.4. Filter Data By Color
- 4.5. Create In-Cell Chart With Sparklines

5. Visualizing Data With Charts

- 5.1. Overview Of Excel Chart
- 5.2. Create Chart With Quick Analysis
- 5.3. Using Recommended Chart Tool
- 5.4. Use The Chart Tools
- 5.5. Display Value Axis In Millions
- 5.6. Display Percentage On Pie Chart
- 5.7. Create Chart With Multi Line Labels
- 5.8. Create Combo Chart
- 5.9. Create Chart Template

6. Analyzing Data With PivotTable & PivotChart

- 6.1. Overview Of PivotTable and PivotChart
- 6.2. Create PivotTable
- 6.3. Insert Recommended PivotTables
- 6.4. Format PivotTable
- 6.5. Change Report Layouts
- 6.6. Show And Hide Report Totals
- 6.7. Refresh PivotTable Data
- 6.8. Filter And Sort Pivot Data
- 6.9. Change Filed Settings Function
- 6.10. Create PivotChart
- 6.11. Format PivotChart

Course Details



1 Day
9am - 5pm (Classroom)
9.30am - 4.30pm (Virtual)



Classroom Learning at
Holiday Inn Orchard City
Centre / **Virtual Learning**
via Zoom



(65) 6720 3333
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\$635 Before GST



Trainer's Profile



MS Excel Expert and Microsoft Certified Trainer: Valene Ang

Valene Ang is a Microsoft Certified Trainer and Master Instructor of Microsoft Office Specialist (MOS). She brings with her 20 years' experience in corporate training and consultancy. Valene has a broad experience in customizing Microsoft Office training programs, developing customized course outline and course material, assisting corporate clients in business data analysis and providing dynamic report solutions.

She had conducted many Microsoft Office workshops in Singapore and Malaysia. Her training focuses on providing practical solutions to real life Excel problems. As a Certified Trainer, Ms Ang has trained hundreds of executives, managers and directors from across medium sized organisations, government offices and multinational companies. Some of her high profile clients including PSA International, DFS Galleria Singapore, Neptune Orient Lines Limited (NOL), National Environment Agency (NEA), Inland Revenue Authority of Singapore (IRAS), CPF Board, Public Utility Board (PUB), Canadian High Commission, British High Commission, Temasek Polytechnic, Republic Polytechnic, Baxter Healthcare Pte. Ltd, and many more.

Testimonials

"(Learning via Zoom) It's quite user friendly. She is friendly and patient. With the knowledge of short cuts keys, it will make it easier to access the excel functions. It will definitely speed up my work progress in using excel such as consolidating sales reports."

- Ting Ting, Admin Executive - Girl Guides Singapore

"No issue in using Zoom. Valene is very patient and shows no hurry to quickly finish each chapter which I used to experienced during my previous Excel course. I find this course very useful."

- Lynette, Operations Manager - Audemars Piguet (Singapore) Pte Ltd

"The trainer is very well versed in her knowledge. The course is very interesting and useful when you aware that there's a lot more to it in excel other than data entry."

- Muzakir, Airport Emergency Officer - Changi Airport Group

"She is knowledgeable and patient"

- Carol Tan, Finance & HR Senior Executive - Girl Guides Singapore