



## COURSE OUTLINE

### DAY 1

#### [01] Excel For Analytics

- Workbook and Backstage View / Excel Options
  - Working with the Ribbon
  - Working with the Quick Access Toolbar
  - Auto Recover
- Working with Name Range

#### [02] Working with Constant Values and Formulas

- COPY and PASTE AS Options
- Using AutoFill/ Flash Fill

#### [03] Working with Formatting and Data Validation

- Applying Conditional Formatting
- Using Data Validation
- Cell Formatting

#### [04] Working with Advance Formula/ Functions

- Text Formula
- Date & Time Formula
- Logical Formula
- Lookup & Reference Formula
- Financial Formula
- Industry related solution practices [Formula]

#### [05] Using Protection and Shared Workbook Features

- Protecting Workbooks and Worksheets

#### [06] Working with Data

- Converting Text to Columns
- PASTE AS Options

#### [07] Working with Charts

- Creating Charts
- Changing the Chart Location and Size
- Changing the Chart Type
- Modifying Chart Elements
- Formatting Chart Elements
- Adding and Removing Data Series
- Applying a Chart Filter
- Printing Charts

### DAY 2

#### [08] Additional Excel Features

- Reference Styles [A1] & R1C1
- Outline [Group - Ungroup]
- View [Panel]

#### [09] Using Tableau's Interactive, Slice-and-dice Features

- Introduction to Tableau Public
- Installation
- Creating A Profile

#### [10] The Startup Screen for Tableau Public

#### [11] The Data Source Page

#### [12] Exploring the Tableau Workspace

#### [13] 4 Pivot Tables, 3 Pivot Charts and 1 Dashboard built using Microsoft Excel

#### [14] Building Similar Tables & Charts using Tableau Public

#### [15] Building 6 Popular Charts to Acquire Additional Skills Sets

#### [16] Putting the Viz/ Charts Together to Build a Dashboard and Sharing

#### [17] Introduction to Sets, Filters, Parameters and LOD

#### [18] Exercises, Q&As

## WHO SHOULD ATTEND

- Professionals working with data in any industry, esp. ideal for an intermediate Excel user who wants to improve his/ her data analysis skills
- Those tasked with analysing data, business intelligence, interpreting statistics
- Those who are interested in data visualization
- Students from various quantitative backgrounds, like Engineering, Finance, Maths, Statistics, Economics, Business Management
- Graduates and Professionals looking to move into the analytics domain

## METHODOLOGY

- You will learn how to install Tableau Public which is free. There will be more than 3-5 hands-on exercises which will help you build the skills you need to work with Tableau Public
- Participants will be given a copy of "Data Visualization with Tableau for Beginners" (2nd Edition)

## REQUIREMENTS

Computer literacy and knowledge of working with basic Microsoft Excel is necessary. Please bring along 64 bit Notebook installed with Excel 2013 or later.

## SPEAKER PROFILE



### N. SELVAM

*Excel & Tableau Expert, Author,  
Chartered Accountant*

N.Selvam is a Member of the Malaysian Institute of Accountants (MIA), Chartered Institute of Managements (CIMA) and a Certified Software Consultant. He runs a software consulting firm for over 30 years.

When Malaysia implemented GST, he was an authority on analysing the GST Audit File (GAF) using Excel. He conducted over 300 hands-on training session for MIA, CIMA, Customs and many big corporations.

In 2019, he was given TTT exemptions by HRDF. Besides Tableau software, he also conducts hands-on training for Excel. He is the author of "Data Visualization with Tableau for Beginners", released in June 2020.

# REGISTRATION FORM

ONLINE COURSE: CERTIFICATE IN DATA ANALYSIS USING EXCEL & TABLEAU



Certified to ISO 9001: 2015

## Billing Details

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_ Designation \_\_\_\_\_

Email \_\_\_\_\_ Learner Card No. \_\_\_\_\_

Office Tel \_\_\_\_\_ Mobile \_\_\_\_\_

## Method of Payment

Enclosed cheque/IBG no \_\_\_\_\_ for the sum of RM \_\_\_\_\_

Payable to "3NTITY SDN BHD (RHB: 2143 1600 000949)"

Note: Customers using Maybank Online Payment facility, please enter Account Payee as "ENTITY SDN BHD" (due to the first alphabet "3" is not accepted)

- Registration is on a first-come-first-served basis. Only fully completed registration will be processed
- Reservation is only confirmed with full payment cleared

## TERMS & CONDITIONS

### Cancellation Policy

Course fees are non-refundable one reservation has been confirm. No refund is given for cancellations or withdrawals. Cancelled unpaid registration will also be liable for full payment of the Course fees.

### Replacements

Please note registrations for the event are not interchangeable but replacements are acceptable. Please notify us at least five days prior to the event if you intend to send replacement.

### Recording

Video / Sound recording is strictly prohibited.

### Disclaimer

All information contained in this brochure is correct and accurate at the time printing. The Course Organisers reserve the right to cancel, make any amendments and/ or changes to the programme if warranted by circumstances beyond the control of the Organisers. The Course Organisers also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.



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## Participant Details

\*Please Fill In BLOCK LETTER using BLACK or BLUE Pen

No	Participant Full name <small>Certificate of Attendance will be printed according to this name</small>	Email	Mobile	Vegetarian [Y/N]	Claiming HRDF [Y/N]
1.					
2.					
3.					

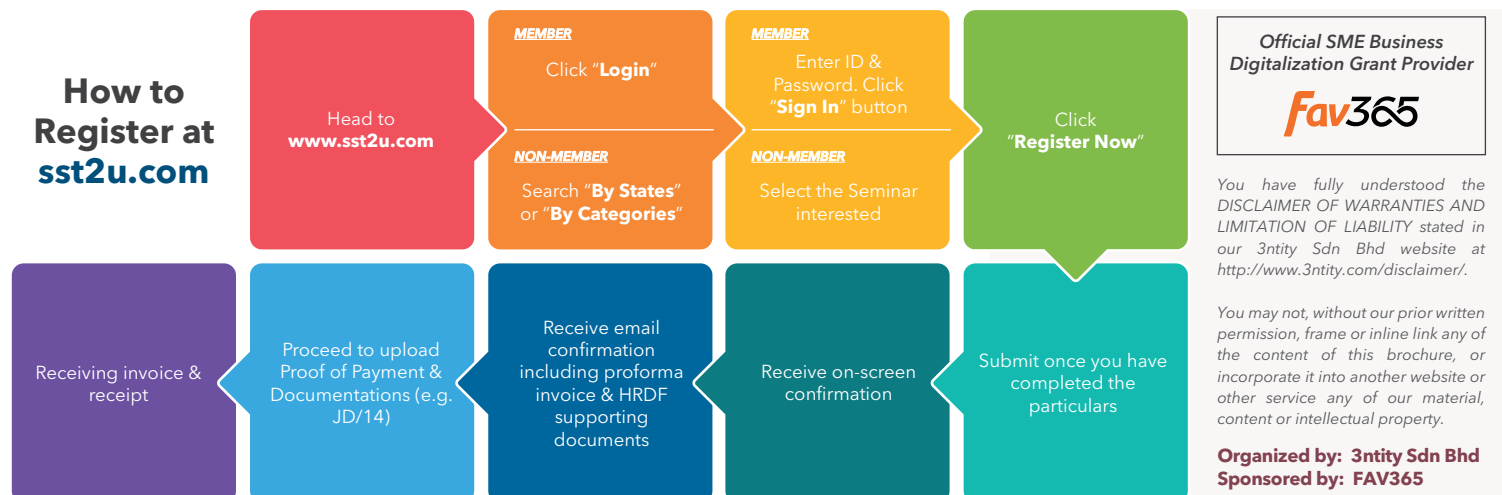
NOTE: SCAN THIS FORM AND DEPOSIT SLIP AND EMAIL TO: [sstcourse@gmail.com](mailto:sstcourse@gmail.com)

Online Form at [www.sst2u.com](http://www.sst2u.com)

## Registration / Enquiry

Han (019 - 323 0507) | Logesh (012 - 503 0346) | Siti (012 - 383 8603) | Teo (011 - 3178 9203) | Phang (03 - 5888 7357)

Minimum Requirements	Web Browser	Inbound Internet connection
	Operating System	Software



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