



N. SELVAM CONSULT (www.nselvam.com)

EXCEL TIPS AND TRICKS

23rd February 2023, Thursday | 9.00 am – 6.00 pm

[Join us from your home / office and be trained in our Virtual Classroom]

INTRODUCTION

Excel is an electronic spreadsheet. Almost everybody in any organization works with Excel to accomplish specific tasks. Excel has lots of commands, buttons, functions and formulas. There are also so many short-cuts, tips and tricks.

You will become more productive by learning many of the Tips and Tricks in Excel. You can substantially reduce the time taken to accomplish specific tasks in your daily work.

COURSE OBJECTIVES

At the end of this workshop, participants will be able to understand:

- A working knowledge of Excel Tips and Tricks as Excel is extensively used by all companies in the day-to-day operations
- Practical tips which can make a major difference on how to work with Excel.
- How to list and organize data
- How to present data in a clear and concise way to management for easy understanding.
- Better how to project planning and making future predictions based on raw data.
- How this course can primarily assist in reducing the time taken to complete certain tasks as we all know that short cuts saves times. This will explain why when you ask 2 people doing the same job, one takes 30 min and the other takes 1 hour.

METHODOLOGY

The training workshop essentially comprises two main sessions with interactive discussion and activities designed to maximize learning.

- 20% training lecture and discussion
- 80 % hands on training

WHO SHOULD ATTEND

- Ideal for all Microsoft Excel Users who use Excel in their daily work.
- You will be able to use many of the Short Cuts, Tips and Tricks immediately after attending this training.
- You will become more productive
- Finally, learning Tips and Tricks will add value to your career and possibly open new opportunities



N. SELVAM CONSULT (www.nselvam.com)

EXCEL TIPS AND TRICKS

23rd February 2023, Thursday | 9.00 am – 6.00 pm

[Join us from your home / office and be trained in our Virtual Classroom]

COURSE OUTLINE

- Understand how to use many of the useful short-cut keys to speed data entry and movement in Excel e.g. Ctrl G
- Learn over 50 practical tips and tricks e.g. Format Painter
- Learn to how to combine files using Power Query Tables
- Learn many of the useful Excel Commands and Functions e.g. IF function
- Learn Text Functions and Conditioning Formatting in Excel e.g. =LEN
- Learn about protection. (Cell/Worksheet/Workbook)
- Learn when to use Lookup vs Index Match
- How to recover your Excel file in case of power failure
- Learn about conditional formatting
- Changing the settings in Excel Options
- There will be extensive hands-on exercises and data sets will be provided together with a comprehensive training guide.

PARTICIPANT REQUIREMENT

- User must have working knowledge of Excel



N. SELVAM CONSULT (www.nselvam.com)

EXCEL TIPS AND TRICKS

23rd February 2023, Thursday | 9.00 am – 6.00 pm

[Join us from your home / office and be trained in our Virtual Classroom]



TRAINER'S PROFILE: MR. N. SELVAM CA(M), ACMA, CGMA, CHARTERED ACCOUNTANT

Mr. N. Selvam is a member of the Malaysian Institute of Accountants (MIA) and Chartered Institute of Management Accountants (CIMA UK). He has more than 35 years of experience in the corporate world and training industry.

He is a Certified ERP Software Consultant and runs his own software consulting firm. Lectured in University Malaya on computerized accounting.

He is also a trainer for the Malaysian Institute of Accountants on Data Visualization using Tableau and SQL for Extended Reporting and the author for Data Visualization with Tableau for Beginners and SQL for Non-Technical Users (sold in shoppe.com.my)

Over the last 30 years, he has conducted more than 300 hands-on training sessions on various Sage 300 Application Software at customer office, own training facility and via ZOOM. He has also conducted more than 100 hands-on sessions for MIA on the GST Audit

He has vast experience in conducting trainings in the Microsoft Excel, Data Visualization, Data Analysis and Pivot tables which is conducted in training Centre or performed remotely.



36 Years of Excellent Consulting Services
Core Values: Attitude, Believe, Caring, Determination, Engage

TRAINING NEEDS

- Good Internet / Wi-Fi connectivity
- Laptop / Desktop with camera
- Headset with mic

REGISTRATION PROCEDURE

- Please fill up and Email us a copy of your registration form as attached.
- For HRD Corp Registered Employees, please apply via HRDCorp e-TRIS for HRD Corp Claimable Course (SBL KHAS) scheme before training date (subject to approval)
- Upon training completion, please fill up form PSMB/SBL-Khas/JD/14 and return it to us immediately.

COURSE FEE (HRD CORP CLAIMABLE COURSE)

- **RM 499 per person for 1 Day (8 Hours)**
- **RM399.00 per person (Early bird rate – Register before 10th February 2023)**

(Fee Inclusive of Notes & Digital Certificate of Participation)

TRAINING PROVIDER

N. SELVAM CONSULT (000739623-V)
1108, Block A, 11th Floor, Damansara
Intan. No. 1, Jalan SS 20/27
47400 Petaling Jaya
Selangor Darul Ehsan.

MARKETING PARTNER

RESOLUTETECH SERVICES (003417418-P)
SL7-05, Indah Villa Condominium,
Jalan PJS 11/12, Bandar Sunway,
47500 Subang Jaya, Selangor.

Contact Person:

Mr. Rishi

Mobile: 011-5419 9621

Email 1: training@resolutetechservices.com