



### 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



### 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

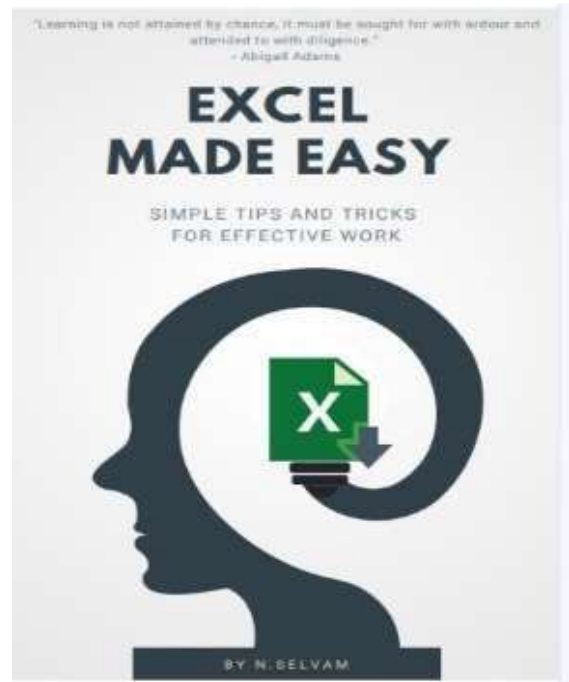
- User must have working knowledge of Excel

### TRAINING NEEDS

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

### SPECIAL FREE E-BOOK

Upon completion of this training participants will be given a free E-book (worth RM65.00) written by the trainer which will be out in the market in May 2023. Append below the front & back cover of the E-Book.



As an experienced ERP Software Consultant, I noticed that all Application software is as good as the person using it. This also applies to Excel. Companies across various industries rely on Excel for crucial tasks such as month-end reporting, reconciliation and ad-hoc jobs.

The mere thought of Excel suddenly failing highlights its critical role in business operations. Thanks to its user friendly interface and user control over the data, Excel remains a popular choice among students and professionals. By learning tips and tricks, users can streamline their workflow and achieve greater efficiency in their tasks.

To support this goal, I wrote a book that provides over 100 practical shortcuts, tips, and tricks. This book is specifically designed for beginners to intermediate Excel users who open new opportunities. You get to download the hands-on workbook and also the answers to all on-exercises.

The book has received positive feedback from a group of university students who did the testing and proofreading, with many describing their experience as "amazing." In fact, it's often the smallest tips and tricks that can make the biggest impact.



**N. SELVAM CONSULT (000739623-V)**

## **EXCEL TIPS AND TRICKS**

**22<sup>nd</sup> May 2023 | 9.00 am – 6.00 pm | HRD Corp claimable | **Online Training****

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

### TRAINER PROFILE



**N.SELVAM**

**CA(M),ACMA,CGMA**  
**Chartered Accountant**  
**Certified Software Consultant**  
**Author**  
**HRD Corp Trainer**

### Working Experience

Member of the Malaysian Institute of Accountant (MIA) and Chartered Institute of Management Accountants (CIMA UK). Certified ERP Software Consultant and runs his own software consulting firm. Lectured in University Malaya on computerized accounting.

Trainer for the Malaysian Institute of Accountants on Data Visualization using Tableau and SQL for Extended Reporting. Author for Data Visualization with Tableau for Beginners and SQL for Non-Technical Users (sold in [shoppe.com.my](http://shoppe.com.my))

N Selvam has conducted more than 1,500 hands-on training classes over the last 30 years. He is an expert trainer with a strong passion and you will benefit extensively by attending his training sessions.

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

### REGISTRATION PROCEDURE

- 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)

### COURSE FEE (HRD CORP CLAIMABLE COURSE)

- **Offer Prize RM499/pax for 1 Day (8 Hours)**
- **Normal Prize RM700/pax**

(Fee Inclusive of Notes & Digital Certificate of Participation)

For registration:-

**Ms. Pugnes** (E-mail: [mages@nselvam.com](mailto:mages@nselvam.com))

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### TRAINING PROVIDER

**N SELVAM CONSULT (000739623 – V)**

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**(The Sage 300 Consultant)**

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