Microsoft Excel Essential Skills (Level 1 & 2)

12 & 13 JUNE 2025| 9.00AM - 5.00PM | ONLINE

Organizations depend on highly skilled employees to produce high quality work. This course is designed to equip participants the essential skills to leverage on Microsoft Excel on their daily tasks. In this course, participants will gain the knowledge and skills required to create and edit worksheets, apply basic formatting techniques, use the data validation, charts and tables and leverage on conditional formatting. This course is ideal for users who have little knowledge of using the Microsoft Excel.

LEARNING OBJECTIVES

- Discover Excel by navigating the Interface, Ribbon and the Toolbar
- Apply the techniques and rules in entering, editing, formatting data orderly and accurately
- Perform calculations and summarized data using relevant functions and formulas
- Manage and format data across multiple worksheets systematically
- Apply Data Validation in setting criteria and rules on entering data
- Leverage on the Conditional Formatting
- Apply Charts and Tables for clearer presentations
- Set and manage printing of Excel spreadsheet
- Explore the techniques of using Excel shortcuts

WHO SHOULD ATTEND

This course is useful for users who want to get a strong foundation of Microsoft Excel. Participants will immediately apply the knowledge and skills at work.

RM486*

(Price Inclusive of 8% SST)

*Course fee claimable under HRDC.

Course Registration

https://forms.gle/VdXpjZzY5A8eteUeA

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COURSE STRUCTURE

Day 1: Morning : 9.00am-12.30pm
Module 1: Getting Started
Excel is an application with thousands of features and hundreds of ribbon (menu) commands. It is easy to lose track once you get started. This module equips you with the basic but crucial skills to navigate the Excel software.

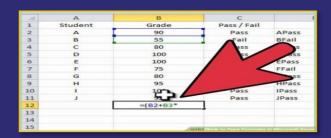**Module 2: Entering, Editing & Formatting Data and Numbers**
Excel is intuitive and simple to use when it comes to typing and managing data. Because of its grid nature, it can store & manage thousands of data points with ease. Built in features like copy, paste, find, highlight, and go to, styles etc. make the process very easy.

Lunch Break: 12.30pm-1.30pm

1.30pm-5.00pm
Module 3: Calculating Totals & Summaries using Formulas
Formulas make Excel smart. Without formulas, Excel is merely a massive grid to store data. By using the built-in formulas, one can perform far more extensively as a calculation tool.

Module 4: Data Validation
In Excel, data validation is a feature used to control what a user can enter into your worksheet. For example, you could use data validation to make sure a value is a number between 1 and 6, make sure a date occurs in the next 30 days, or make sure a text entry is less than 25 characters.

Day 2: Morning: 9.00am-12.30pm
Module 5: Conditional Formatting
With conditional formatting, you can instruct Excel to highlight portions of your data to meet any given condition. This module leverages on the extended capabilities of conditional formatting combined with to highlight data that meets almost any condition/criteria.

Module 6: Managing Multiple Worksheets
This topic shows how to share data between multiple worksheets and gives tips for adding, moving, and navigating worksheets and workbooks efficiently. It covers what to avoid and shows how to make global changes, create simple formulas that connect worksheets, make super-efficient 3D formulas to calculate summary totals from multiple worksheets.

Lunch Break: 12.30pm-1.30pm

Afternoon: 1.30pm-5.30pm
Module 7: Printing: How not to have "Sexy on Spreadsheet, Ugly on Printout
We focus on creating that perfect workbook, report or model…and we forget the proper print setting!!!

Module 8: Basic Skills for Chart Makers
You can represent numbers and data in a chart. On the Insert tab, learn to choose a variety of charts- column, line, pie, bar, area, and scatter. Master the steps of creating a single chart and this will apply to any other types of charts chosen.

Module 9: Using Excel Productively
This module enables you to explore important keyboard shortcuts, `work-arounds', Excel customizations & how to make everything looks slick.