



Manipulating Data Effectively with Microsoft Excel (Level 1 & 2) 2 days

(Previously known as Microsoft Excel Advanced)

In this course, you will learn the practical techniques to manage/analyse your data efficiently and at ease. You will also learn to apply and optimize Excel's powerful functions and formulas at work. This course will enable you to simplifying and automate repetitive tasks with Microsoft Excel Macro/VBA.

OBJECTIVE:

- Apply the best practices of data import options to Extract, Transfer, Import/Export data and text files from worksheet, files, software & other programs.
- Apply techniques in cleaning up large volume of data: remove and rearranging duplicate rows/columns, spaces, fixing time, date and numbers.
- Manage, organize and summarize data in a particular order based on your criteria with the Sort and Subtotal features.
- Select and filter the data to view and set criteria to extract data that you intend to analyse using the View, Auto Filter and Advanced Filter functions.
- Structure and Present data impressively using Excel Tables.
- Match and reconcile your data using the Vlookup/Xlookup Functions.
- Leverage on Excel critical formulas in enhancing work efficiency-If/Nested If, And/Or, Count/Counta, Countif, Sumif/Averageifs
- Learn the basics of Excel Macro

Prerequisite

Experience in using Microsoft Excel basic features or have completed the Microsoft Excel (Fundamental & Intermediate).

COURSE OUTLINE

Day 1 Morning 9.00am-12.30pm

Module 1: Extract Data into Excel

Learn the best practices in data import/conversion to maintain consistency and efficiency.

- Import/Export Text Files

Module 2: Data Cleansing

- Remove Duplicates
- Change Case
- Removing Spaces and Characters from Text
- Merging
- Text to Column

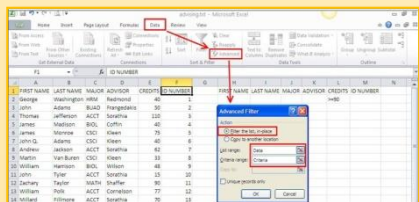
Lunch 12.30pm-1.30pm

Afternoon: 1.30pm-5.00pm

Module 3: Data Managing

Learn to organize, analyse and manage data in a particular order based on your criterion.

- Advanced Filtering
- Extract Specific Columns to Another Worksheet
- Setting Up the Criteria Range
- Using Wildcards in Criteria
- Filter Unique Records
- Computed Criteria
- Database Functions
- Auto Filter
- Filter by Color
- Sorting
- Custom Sorting
- Custom Lists
- Sorting Multiple Levels
- Subtotal Command
- Outline
- View



Day 2: Morning 9.00am-12.30pm

Module 4: Table Formatting

Enhancing visual presentation using Excel Tables features-cell styles, formatting options will make awesome Excel workbooks.

- Reconciling table data by matching
- Tables
- Convert the Table to Range
- Table Formulas

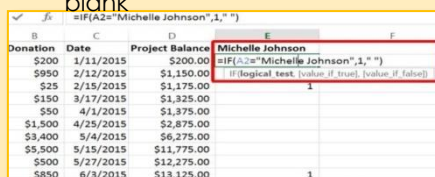
Module 5: Advanced Formulas

By using formulas, you can crunch data, analyze it and get answers to most complex questions.

Lunch: 12.30pm-1.30pm

Afternoon 1.30pm-5.00pm

- If/Nested If
- And/Or
- If + And
- If + Or
- Count/Counta/Count blank
- Countif/Countifs
- Sumif/Sumifs
- Averageif/Averageifs
- Splitting



Module 6: Macro

Excel Macro/VBA provides an ideal way to save time in automating repetitive tasks.

- Activate the Developer Tab
- Set Excel Macro Security
- Record a Macro
- Stop Recording a Macro
- Run a Macro
- Delete a Macro
- Save a Macro



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Course Date	☐ 27-28 Oct 2025 ☐ 10-11 Nov 2025 ☐ 15-16 Dec 2025
Course Time	9:00am to 5:00pm
Course Fee	RM518.00 per pax (incl. SST)
Methodology	Online via Microsoft Teams

For further inquiries & registration,
please contact:
MEF Academy Sdn Bhd
Ms Zana
Tel: 03-74987200 ext 7244
Email:

roszana@mef.org.my; adminmefa@mef.org.my

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REGISTRATION

ORGANIZATION DETAILS

Company: _____
Address: _____

Contact Person: _____
Designation: _____
Email: _____
Contact No.: _____
HRDF Contributor: ☐ Yes, Employer Code: _____ ☐ No

APPROVED BY:

Signature: _____
Date: _____
Name: _____
Designation: _____
Company Stamp: _____

Online Registration

<https://forms.gle/VdXpjZzY5A8eteUeA>



PARTICIPANT LIST

No.	Name	Position	NRIC	Email	Contact No.