MANIPULATING DATA EFFECTIVELY WITH MICROSOFT EXCEL (LEVEL 1 & 2)

9.00AM - 5.00PM
ONLINE VIA MICROSOFT TEAMS

Course Overview

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.

Who Should Attend

This course is suitable for anyone who works with data in Microsoft Excel and wants to improve skills in data import, cleaning, analysis, reporting, and basic automation. It is ideal for administrative staff, analysts, finance and operations personnel, supervisors, managers, and professionals who handle large datasets and need to work more efficiently

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

Course Registration

https://forms.gle/mm594CJrxs24U8Rv6

RM518*

(Price Inclusive of 8% SST)

HRDC Claimable*

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Course Structure

Time	Agenda
	DAY 1
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
12.30PM - 1:30PM	Lunch Break
1:30PM - 5.00PM	**Module 3: Data Managing** Learn to organize, analyze 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 • Custom Sorting • Database Functions • Custom Lists • Auto Filter • Sorting Multiple Levels • Filter by Color • Subtotal Command • Sorting • Outline • View

	DAY 2
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.
12.30PM - 1:30PM	Lunch Break
1:30PM - 5:00PM	• If/Nested If • And / Or • If + And • If + Or • Count/Counta/Countblank • 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