

Data Analysis with Excel (Intermediate)

Date: 24-25 June 2024

Time: 9am – 5pm

Venue: Hilton Hotel Kuching, Sarawak

Course Fees: RM 1, 590 (inclusive SST)

*HRDC Claimable / payable to MEF Academy Sdn Bhd



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For further inquiries, please call or email:
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Objectives

- Create a simple to complex formula and functions
- Perform data analysis using PivotTable and Pivot Chart
- Facilitate What-If Analysis to change the values in cells to see how those changes will affect the outcome of formulas on the worksheet

What Will participant Learn?

- Use formula and function solve simple to complex problems
- Validate and debug formula and functions in worksheet
- Create charts to summarize data
- Perform data management and analysis using Pivot Table

Target Audience:

- This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Microsoft Excel.

Methodology

- This program will be conducted with interactive lectures, PowerPoint presentation, discussions, practical exercise and problem solving.

Included:

Handbook and practice files.

What Topics are Covered?

Module 1: Introduction to spreadsheet

Module 2: Basic formulas

Module 3: Basic Functions

Module 4: Manipulating data

Module 5: Outline and subtotal

Module 6: Visualizing Data Using Charts

Module 7: Creating Pivot Tables

Module 8: Creating Pivot Charts

Module 9: Conditional Cells Formatting

Module 10: Ranges and Tables

Module 11: Vlookup and Hlookup

Trainer Profile

Bong Chih How



Dr. Bong is an accredited TTT Trainer. He obtained his PhD from University of Colorado under the area of AI. His research interests includes data analytics, text analytics and NLP.

He has designed and conducted various curriculums: data mining, decision support system and database courses since 2001. He is also a Microsoft Certified Professional and a Scrum Master.

Lee Nung Kion



Dr. Lee Nung Kion is an accomplished Associate Professor in Universiti Malaysia Sarawak (UNIMAS), with expertise in Machine Learning and Bioinformatics. He holds a PhD and a master's degree in computer science, equipping him with extensive knowledge in his field. Lee's professional skills encompass Data Analytics, Productivity Tools, and Software Development, making him a versatile and capable researcher.

Having accumulated over 15 years of experience in academia, Lee has excelled in teaching various courses related to Computer Science, Artificial Intelligence, and Mathematics. His teaching experience has allowed him to impart knowledge and shape the next generation of professionals in these fields. He is also currently holding the position as Deputy Director at the UNIMAS strategic office which involves in data analysis of organization critical data using machine learning, Microsoft Power BI, and Microsoft Excel.