

MICROSOFT EXCEL INTERMEDIATE



HRDC CLAIMABLE TRAINING



Sdn. Bhd.
113010333

Microsoft Excel equips individuals with skills beyond the basics, providing a greater understanding of this powerful tool. It enables users to work more efficiently with large datasets, perform complex calculations using advanced functions, create dynamic charts and graphs, and automate routine tasks using macros. Furthermore, mastering Excel at an intermediate level can greatly enhance job performance across various roles and industries, given the widespread use of Excel in the workplace. It also opens the door to more advanced Excel functionalities, paving the way for deeper data analysis and decision-making capabilities.

These modules will help trainee to enhance their skills and use Excel more efficiently and effectively. Make sure to adapt these according to the needs and pace of your students, as they provide a solid foundation for more advanced topics.

**MICROSOFT
EXCEL
INTERMEDIATE**



COURSE MODULE

Day 1

9am - 1pm

Module 1: Working with Large Worksheets

- Navigating large worksheets
- Freezing and unfreezing panes
- Splitting the window

Module 2: Advanced Formatting Techniques

- Conditional formatting
- Custom number formatting
- Creating and modifying cell styles

Module 3: Working with Functions

- Logical functions (IF, AND, OR)
- Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Text functions (LEFT, RIGHT, MID, CONCATENATE)

2pm - 5pm

Module 4: Data Validation and Error Checking

- Applying data validation rules
- Tracing and correcting errors with error checking tools
- Using the Watch Window and Evaluate Formula dialog box

Module 5: Managing and Organizing Data

- Sorting and filtering data
- Removing duplicates
- Grouping and outlining data



COURSE MODULE

Day 2

9am - 1pm

Module 6: Charts and Graphs

- Creating and modifying chart types (pie charts, line graphs, etc.)
- Using Sparklines
- Advanced chart formatting

Module 7: Working with Tables

- Creating and formatting tables
- Utilizing table features like calculated columns and total row
- Using slicers to filter table data

Module 8: Introduction to PivotTables

- Creating PivotTables
- Modifying PivotTable data and layout
- Creating and modifying PivotCharts

2pm - 5pm

Module 9: Introduction to Macros

- Recording simple macros
- Assigning macros to buttons
- Managing and editing macros

Module 10: Collaborating in Excel

- Protecting worksheets and workbooks
- Tracking changes and reviewing comments
- Sharing workbooks and working with shared workbooks





Public Classes

Subang Jaya SS15 - First Subang Mall

9am - 5pm

Min 1 Pax, Max 9 Pax

(Per Employer / One Company)

On-Site (INHOUSE) Training

*Can be conducted at Employer Premise /
Training Provider Center*

9am - 5pm

Min 5 pax, Max 35 pax

100% HRDF HRD Corp Claimable Scheme



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TRAINING PROVIDER REGISTRATION CERTIFICATE

AKTA PEMBANGUNAN SUMBER MANUSIA BERHAD, 2001

DOUBLE EFFECT SDN. BHD.

is hereby registered as a training provider under
PEMBANGUNAN SUMBER MANUSIA BERHAD

APPROVAL DATE	EXPIRY DATE
21/02/2020	20/08/2023

This approval is subject to the current terms and conditions of
Pembangunan Sumber Manusia Berhad

21/02/2023

Release Date

PEMBANGUNAN SUMBER MANUSIA BERHAD



DELIVERING QUALITY, DEVELOPING EXCELLENCE