

14 Hours ZOOM & PHYSICAL Program

MICROSOFT EXCEL – BASIC TO INTERMEDIATE LEVEL

100% HRDC CLAIMABLE

COURSE INTRODUCTION

Microsoft Excel remains one of the most essential workplace applications used for data entry, calculations, reporting, and business operations. Employees across all departments are expected to organize information efficiently, produce accurate reports, and manage data professionally.

This practical 2-day course is designed for beginners and junior users who want to build strong foundational and intermediate Excel skills for daily office work. Participants will learn through hands-on exercises, realistic workplace examples, and guided activities that focus on productivity and reporting efficiency.

This program also serves as the foundation pathway for participants who wish to continue into the “Microsoft Excel – Intermediate to Advanced Level” course.

REGISTER 3 PAX, FREE 1 SEAT



HYBRID TRAINING

9 & 10 Dec 2026 (Wed & Thu)



**Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel,
Selangor (Physical)**

**** Choose either Zoom OR Physical Session**

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Navigate and use Excel confidently
- Create and manage professional worksheets
- Apply formulas and functions accurately
- Organize and manage business data efficiently

- Use sorting, filtering, and validation tools
- Create charts and simple reports
- Analyze data using basic PivotTables
- Improve daily productivity using Excel tools
- Prepare structured data for advanced reporting

Suggested Software:

Microsoft

Excel 2019 / 2021 /

Microsoft 365



COURSE CONTENT

DAY 1 – Excel Fundamentals & Data Handling

Module 1: Introduction to Microsoft Excel

- Understanding the Excel interface
- Navigating worksheets and workbooks
- Creating, saving, and managing files
- Understanding rows, columns, cells, and ranges
- Excel best practices for office work

Module 2: Data Entry & Worksheet Formatting

- Efficient data entry techniques
- AutoFill and Flash Fill
- Formatting text, numbers, and dates
- Applying borders, colors, and styles
- Using Format Painter
- Creating professional worksheets

Module 3: Essential Formulas & Functions

- Formula basics and calculations
- Relative and Absolute Cell References
- Mathematical Functions:
 - ✓ SUM
 - ✓ AVERAGE
 - ✓ MIN / MAX
 - ✓ COUNT
- Logical Function:
 - ✓ IF
- Text Functions:
 - ✓ LEFT
 - ✓ RIGHT
 - ✓ CONCAT
 - ✓ TRIM
- Date Functions:
 - ✓ TODAY
 - ✓ NOW

Module 4: Organizing and Managing Data

- Sorting and filtering data
- Creating and managing Tables
- Removing duplicates
- Data validation
- Creating drop-down lists
- Freeze Panes and worksheet viewing tools

Module 5: Charts & Visual Reporting

- Understanding chart types
- Creating:
 - ✓ Column charts
 - ✓ Bar charts
 - ✓ Pie charts
 - ✓ Line charts
- Formatting charts professionally
- Introduction to visual reporting

COURSE CONTENT

DAY 2 – Intermediate Reporting & Data Analysis

Module 6: Intermediate Functions

- COUNTIF / SUMIF
- COUNTIFS / SUMIFS
- IFERROR
- Basic VLOOKUP
- Combining formulas efficiently
- Formula troubleshooting basics

Module 7: PivotTables & PivotCharts

- Understanding PivotTables
- Creating PivotTables from raw data
- Sorting and filtering PivotTables
- Basic grouping and summarizing
- Creating PivotCharts
- Introduction to slicers

Module 8: Workbook Productivity Techniques

- Worksheet protection
- Essential keyboard shortcuts
- Quick Analysis tools