Elite Edge

MS EXCEL MASTERY

UNLOCKING INTERMEDIATE SKILLS FOR DATA EFFICIENCY

Duration

1 day

Time

9.00am to 5.00pm

PROGRAMME DESCRIPTION

Excel is more than just a spreadsheet tool—it's a powerful asset for organizing, analyzing, and presenting data effectively. "**Excel Mastery: Unlocking Intermediate Skills for Data Efficiency**" is designed for professionals in logistics and shipping who handle vast amounts of client and operational data daily. This program focuses on enhancing your ability to structure data, apply advanced formatting techniques, and use essential formulas like VLOOKUP, IF statements, and text functions to simplify complex tasks.

In this hands-on training, you will learn how to leverage data validation, conditional formatting, and pivot tables to filter, summarize, and visualize large datasets efficiently. You'll also explore automation tools such as named ranges and dynamic references to streamline repetitive tasks, reducing errors and improving productivity. Our practical, real-world exercises ensure that you can immediately apply these skills to your day-to-day work, from tracking shipments to managing inventory reports.

By the end of this course, you'll have a solid foundation in Excel's intermediate functions, allowing you to work smarter and make informed decisions with confidence. Whether you're looking to improve reporting accuracy, speed up data processing, or enhance your problem-solving skills, this training will empower you with the tools to succeed. Get ready to take control of your data and boost your efficiency like never before!

Prerequisites

Anyone with basic Excel knowledge who wants to advance their skills and increase productivity in handling data will benefit from this course.

Learning Objectives

After completing this course, students will be able to:

- Remove unwanted spaces and characters, find and replace characters, split text into columns, and eliminate duplicates.

- Ensure valid data entry, identify invalid data, and create alert and error messages.

- Utilize statistical, text, and date functions to analyze and manipulate data.

- Create basic chart types, change chart styles and types, and modify chart elements for better data visualization.

- Use conditional formatting rules and sparklines to highlight and visualize data trends.

- Create and modify pivot tables, sort and filter pivot data, and utilize pivot charts and slicers for advanced data analysis.

Target Audience

- Logistics Coordinators & Operations Staff – To streamline shipment tracking, inventory management, and supply chain data analysis.

- Customer Service & Sales Support Teams – To handle client databases, generate reports, and improve response times with accurate data processing.

- Data Analysts & Administrative Professionals – To organize, analyze, and present complex data in a structured and visually impactful manner.

- Supervisors & Managers – To optimize workflow, monitor key performance indicators (KPIs), and make data-driven decisions.

Course Outline

DATA CLEANING AND PREPARATION?

- Removing Unwanted Spaces and Characters (e.g. TRIM, CLEAN)
- Finding and Replacing Characters (e.g. FIND, LEN, SUBSTITUTE)
- Splitting Text with Text to Columns
- Removing Duplicates

DATA VALIDATION

- Ensuring Valid Data Entry
- Identify Invalid Data
- Creating Alert Message and Error Messages

APPLYING FUNCTIONS

- Statistical Functions (e.g. COUNT, SUM, AVERAGE, MAX, MIN)
- Text Functions (e.g. UPPER, LOWER, PROPER, LEFT, RIGHT, MID)
- Date Functions (e.g. TODAY, DAY, MONTH, YEAR, DATE)

CHARTS FUNDAMENTALS

- Basic Chart Types (Pie, Column and Line Charts)
- Changing Chart Style and Type
- Modifying Chart Elements

CONDITIONAL FORMATTING AND SPARKLINES

- Creating Highlight Cells and Top/Bottom Rules
- Using Data Bars, Color Scales, and Icon Sets
- Visualising Trend with Sparklines

PIVOT TABLES AND PIVOT CHARTS

- Creating and Modifying a Pivot Table
- Sorting and Filtering a Pivot Table
- Pivoting Charts and Slicers

Learning Methodology

- **Hands-On Exercises** – Practical, real-world tasks to apply Excel functions and Power Query techniques.
- **Step-by-Step Demonstrations** – Live walkthroughs of key concepts, formulas, and automation processes.
- **Interactive Discussions** – Engaging Q&A sessions to reinforce understanding and address challenges.
- **Case Studies & Scenarios** – Industry-relevant examples to demonstrate Excel's impact on data management.
- **Guided Practice Sessions** – Instructor-led activities to ensure participants gain confidence in using Excel's advanced features.

TRAINER PROFILE: KEITH TAN

Keith Tan is an experienced HRDCorp Accredited Trainer and MBOT-recognized Graduate Technologist, with eight years of expertise in both education and corporate training. Holding a prestigious UK degree in IT and certification such as Microsoft Certified: Power BI Data Analyst Associate and Microsoft Office Specialist - Expert (Microsoft 365 Apps), he specializes in leveraging technology to enhance learning outcomes, making him highly effective in integrating tech-driven solutions into education and training.

Keith's career began at Sunway College (Bandar Sunway), where he delivered comprehensive courses on IT fundamentals and Microsoft Office applications (Excel, Word, and PowerPoint). He expanded his expertise as a part-time lecturer at institutions such as Asia Pacific University, Taylor's College, and Sunway College at Velocity, covering IT modules, Google Workspace tools (Docs, Sheets, Slides), and Artificial Intelligence courses. Known for his student-centered approach, he equips learners with practical skills that bridge theory and real-world application.

Beyond the classroom, Keith has led numerous workshops on data analysis and visualization for both academic and corporate professionals, helping them harness tools like Excel and Power BI to drive data-driven decisions. His experience in training sales and customer service teams enables him to tailor his current programs to meet the specific needs of different organizational roles, making his sessions more relevant and impactful.

Now focused solely on IT training, Keith specializes in courses that enhance skills in data analysis, visualization, and process optimization. His ability to simplify complex concepts into engaging learning experiences has earned him a reputation as a highly effective trainer, making him a valuable asset to any organization looking to improve its technological capabilities.

Participation Registration & Fee

Kindly email to marketing department at mytrain2@mytrainingmalaysia.com for latest participation fees. The Course Fee is fully claimable under HRD Corp Claimable Courses

Course is conducted through the following method

1. Public. Training Series

2. Exclusive In House Training Series

Registration via online can be done thru our website at www.eliteedge.com.my

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ORGANISED BY

Elite Edge

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