



# MICROSOFT EXCEL 2019 Advanced

## Let's Excel!

In this course, training participant get to learn features and tools present in Microsoft Excel 2019 to manage data. They will apply advanced analysis techniques to more complex data sets as well as apply visual elements and advanced formulas to a spreadsheet.



### SAINS – PPKS (Training Centre)

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Claimable  
Under  
Scheme  
SBL

## Course Content

- List
- Managing & Reporting List
- Creating Summary Report
- Data Consolidation
- Comment
- Format a Worksheet
- Using Link & Protecting a Workbook
- What-If Analysis
- Scenario Manager
- Lookup Functions
- Introduction to Pivot Table

## Learning Outcomes

- Know how to manage data record using form list
- Sorting and using advanced filter
- Consolidate data from multiple worksheets
- Using conditional formatting
- Creating a scenario summary report
- Applying Lookup Functions to extract data



## WHO SHOULD ATTEND

- Manager
- IT Personnel
- Admin Personnel



## METHODOLOGY

- Screen Projection
- Lecturing
- Practical



## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel 2019 Program



## COURSE DURATION

- 2 Days



## COURSE FEE

- RM500.00

## IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact [agnes@sains.com.my](mailto:agnes@sains.com.my) or **082-366499** for further discussion.

## TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.