ADVANCED MS EXCEL

20 - 23 June 2022

Programme Overview

This course introduces Microsoft Excel users to the advanced features of the software application, in addition to the usual features such as creating and editing charts; modifying chart options; working with multiple worksheets and workbooks and use financial and logical functions. Participants will learn how to sort and manage data in lists; filter and query data; lookup and database functions, and PivotTables. In-class exercises will involve the use of data tables and scenarios to make projections about data and use Goal Seek and Solver to analyze data. Participants will also learn how to audit worksheets, protect worksheets and workbooks, create and use macros, and import and export information and documents.

Programme Objectives

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

- Use Microsoft Excel's in-built features to import, analyse and present their data.

Participants are expected to:

- Follow-along with the guided examples in the training manual as well as complete all assigned exercises;
- Discuss possible solutions amongst themselves to support individual learning;
- Share actual problems they face in using Microsoft Excel in their daily work; and
- Print a hard-copy if it will support their learning.

Digital exercise files will also be provided.

Who Should Attend

Anyone whose chosen field of work requires the involvement of extensive and detailed use of the more complex MS Excel skills and functions. Participants have to demonstrate competence with all topics in the Basic and Intermediate Syllabus.

Methodology

- Skill-practices

Programme Delivery

Day	Time
20 June 2022	8:30 AM – 12:00 PM
21 June 2022	
22 June 2022	
23 June 2022	

***Time/date is subject to change.
Please refer to www.bilif.com.bn for the latest updates***

Programme Outline

Introduction to Power Query

Learn how to use Microsoft Excel's newest an most exciting tool to import and transform frequently changing data from external sources.

Data Tools

Learn the tools that Excel provides to help clean your data including automatically splitting into columns, intelligence-based automatic pattern filling and data validation.

Data Analysis with PivotTables

Deepen your knowledge of PivotTables by learning different ways you can summarize an present the PivotTable data

Logical Functions

A revision on the IF( ), OR( ) and AND( ) functions

Text functions

A revision on PROPER( ), UPPER( ), LOWER( ), CONCAT( )/CONCATENATE( ), LEFT( ), RIGHT( ), MID( ).
Learn about LEN( ), FIND( ), SEARCH( ), REPLACE( ), SUBSTITUTE( )

Formula Auditing

Learn how to investigate why your functions and formulas are displaying errors.

Nested Functions

A powerful technique involving using functions within other functions.

Conditional Formatting

Learn how to make specific data stand out using a variety of colour formatting, data bars and icons.

Goal Seek & Scenarios

Learn how Excel can help you handle what-if situations to display the possible data you need.

Forecast Sheet

Apply Excel's powerful forecast functionality to statistically predict future data.

Programme Leader

JOSHUA LIM SHENG MING

Joshua has earned the ICDL Advanced Certificate AM4 Spreadsheets and has also conducted the following MS Excel training sessions:

- Mar 2018 – Present: Syllabus creator and trainer for 14 training sessions (a mix of Intermediate and Advanced) under Brunei Institute of Leadership & Islamic Finance (BILIF);
- Mar 2019: Syllabus creator and trainer for a specially requested MS Excel training on Macros and Visual Basic for Applications (VBA) by United Overseas Bank (UOB);
- May & Aug 2013: Trainer for ICDL Digital Literacy (including Spreadsheets) under BigBreak Solutions; and
- Jul 2007 – Dec 2007: Syllabus creator and trainer for 8 sessions of MS Excel 2003 under Cosmopolitan College of Commerce and Technology.

Joshua's training experience extends beyond Microsoft Excel; he has conducted training for other IT applications including:

- MS Powerpoint;
- Adobe Photoshop;
- Macromedia Dreamweaver; and
- WordPress

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www.bilif.com.bn
AskSEED@bilif.com.bn
+ 673 827 1140

CATEGORIES	STAKEHOLDER	NON STAKEHOLDER
NORMAL PRICE	☐ **$ 490.00 (10% SBS)**	☐ **$ 590.00**

TERMS AND CONDITIONS:

Cancellation policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

By completing and signing this form, you hereby agree to the above terms and conditions:

Name:		IC Number:	
Position:		Department:	
Email:		Phone:	

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Position:		Department:	
Email:		Phone:	

Name:		IC Number:	
Position:		Department:	
Email:		Phone:	

APPROVING OFFICER

Name:		Email:	
Position:		Department:	

Signature and Company's Stamp

Please email your completed form to askseed@bilif.com.bn by 20 May 2022

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+673 827 1140

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