MICROSOFT EXCEL - INTERMEDIATE, DATA ANALYSIS & DASHBOARD
(HRD Corp Programme Number : 10001186518)

COURSE CONTENTS

- Creating & Customising Workbooks, Formatting Data
- Analysing Data in the table
- Other Features of Excel
- Creating & Modifying Charts
- Preparation of Workbook for Dashboard
- Creating the Dashboard

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www.wanfahprosper.com

Day one - Intermediate Excel course
Students will be able to apply basic-intermediate features of Microsoft Excel to improve their work quality and productivity. With this 1-day hands-on training under the guidance of an experienced trainer, students can pick-up more easily than going for trial-and-error basis all by themselves in a time consuming manner. By completing this intermediate level of Microsoft Excel course, students will also be able to proceed to the 2nd day of the course i.e. Excel Dashboards

Day Two – Dashboard Storytelling with KPI for Corporate Data
The student will learn hands on with an example database , on how to create a dynamic & interactive Dashboard in their own presentation style.

Learning Outcomes:
By the end of this training participants should be able to :
- ✓ Customize and Enhance Workbooks in the Excel Environment
- ✓ Use common Functions and Formulas
- ✓ Work with Pivot Tables
- ✓ Present Data Using Charts
- ✓ Apply Conditional Formatting
- ✓ Create Dashboards

WHO SHOULD ATTEND?
- o User of Excel, who would like to improve their application of Excel, and how to analyze data, prepare powerful presentations, monitor KPI.
- o Managers and Executives who have subordinates using Excel
- o Employees who wish to improve Efficiency

TRAINER PROFILE : Ms. Sonia Ram

Qualifications:- *Fellow member of Chartered Institute of Management Accountants-FCMA(UK), Chartered Accountant (Malaysia), Chartered Global Management Accountant (CGMA)*

EXPERIENCE

Sonia Ram is a Fellow Member (FCMA) of the Chartered Institute of Management Accountants (CIMA), UK since 2004, and a member of Malaysian Institute of Accountants (MIA) since 2005.

Sonia has had a long and distinguished career as a Management Accountant in a number of well- known Malaysian and International Companies. She started her career in Finance as an auditor. Among her achievements are winning awards as a student , CIMA– 4th Place worldwide prize winner– Financial Reporting (IAS) Paper, & for AIA – Bronze Medal Winner – Statistics & Data Processing Paper. From 1996-2002 she worked as a Lecturer in a Local College lecturing in Accounting, Statistics for Diploma & Undergraduate students of various disciplines. Subsequently, from 2002 till 2019 – she has worked for various Electronics Manufacturing MNCs in Managerial positions handling a wide range of portfolios from Corporate Reporting , Costing, Budgeting & Forecasting ,Performance improvement. She had also actively led her team into the new MRP migration & W-desk Setup for Sox Compliance in her company conducting in-house training for the same. She has hands on experience on MS Office Suite & is a Certified MS office specialist for MS Excel 2016 & is always working to update herself with the latest requirements of the profession. Sonia is an HRD Corp Certified Trainer having obtained this certification in June 2018.

REGISTRATION FORM (HRD Corp Claimable)
Microsoft Excel – Intermediate, Data Analysis and Dashboard
(HRD Corp Programme Number : 10001186518)

PARTICIPANTS' DETAILS

Participant 1 Full name and I/C

Designation   Contact Number

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Email Address   Vegetarian Meal

                           YES / NO

Participant 2 Full name and I/C

Designation   Contact Number

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Email Address   Vegetarian Meal

                           YES / NO

Participant 3 Full name and I/C

Designation   Contact Number

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Email Address   Vegetarian Meal

                           YES / NO

ORGANISATION DETAILS

Organisation :

Contact Person :   Mobile Number:

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Address :

Email :   Fax :

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PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.   Amount :

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Please make payment to :
WANFAH PROSPER PLT
ACCOUNTS NUMBER : **3812930508**
BANK : **Public Islamic Bank Berhad**

FEE PAYABLE PER PARTICIPANT for :

Normal Price	: **RM2,288**
Early Bird (15 days before event)	: **RM2,089**
Group Fee (>2 participants)	: **RM1,888**

Fee includes course materials, lunch and 2 tea breaks per day.
Claiming HRDF Levy?   YES / NO

Date and Venue : _____

**(Pls check our website
https://wanfahprosper.com/latest-events/)**
Contact : Cik Nor / Puan Nasifah / Mr. Tan
Tel   **: +60351663399**
WhatsApp   **: +60162634929**
Email   **: sales@wanfahprosper.com**

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.
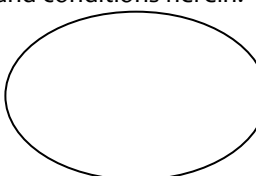
DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.

Authorise Signatory   **Organisation stamp**