



## 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

Remote Online Training



[www.wanfahprosper.com](http://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?

- User of Excel, who would like to improve their application of Excel, and how to analyze data, prepare powerful presentations, monitor KPI.
- Managers and Executives who have subordinates using Excel
- 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 (Remote Online)**  
**Microsoft Excel – Intermediate, Data**  
**Analysis and Dashboard**  
 (HRD Corp Programme Number : 10001186518)



**PARTICIPANTS' DETAILS**

Participant 1 Full name and I/C

Designation Contact Number

Email Address

Participant 2 Full name and I/C

Designation Contact Number

Email Address

Participant 3 Full name and I/C

Designation Contact Number

Email Address

**ORGANISATION DETAILS**

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :

**PAYMENT DETAILS : Cheque / Direct Credit**  
 Bank & Cheque No. Amount :

Please make payment to :

**WANFAH PROSPER PLT**  
 ACCOUNTS NUMBER : 3812930508  
 BANK : **Public Bank Berhad**



**FEE PAYABLE PER PARTICIPANT for REMOTE ONLINE**

**TRAINING :**

Normal Price : **RM2,039**  
 Early Bird (15 days before event) : **RM1,688**  
 Group Fee (>2 participants) : **RM1,518**  
 Fee includes course materials and certificate of attendance

Claiming HRDF Levy? **YES / NO**

Date : \_\_\_\_\_ (Pls check our website <https://wanfahprosper.com/latest-events/> )

Contact : **Cik Nor / Puan Nasifah / Mr. Tan / Puan Shuhaila**  
 Tel : **+60355231819 / +60104403399**  
 WhatsApp : **+60162634929**  
 Email : **[sales@wanfahprosper.com](mailto: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 :

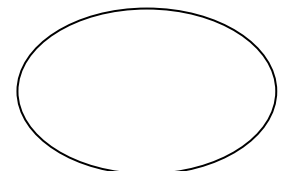
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a 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