



INTRODUCTION

Computing skills are one of the top skills employers desired in their employees. Microsoft Office suite of applications, being the most popular software in the world, are extremely useful and widely used in organisations, schools and homes. It is the most practical and productive tool for documenting and organising information, delivering presentations, as well as processing data in work environments across the globe. Microsoft Office has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Microsoft Office is a collection of purpose build programmes including:

- 1) Microsoft Excel - Creates simple to complex data/numerical spreadsheets.
- 2) Microsoft PowerPoint - Creates professional multimedia presentations.
- 3) Microsoft Word - Create text documents.

COURSE OUTLINE

Microsoft Excel (Advanced) 1-day Customized

1. Using Advanced Functions

- IF(AND), IF(OR) and NESTED IF function
- Using NESTED IF with VLOOKUP and Name Range
- Using TEXT function including split text and Flashfill

2. Using INDEX and MATCH Function

- Use INDEX Function
- Use Match Function
- Combine INDEX and Match Function
- Using Arrays

3. Pivot Tables and Pivot Charts

- Creating Pivot Tables and Pivot Charts
- Implementing calculated fields in Pivot Tables
- Using Groups and Subtotals in Pivot Tables
- Using Slicers
- Creating basic dashboard

4. Understanding Data Models

- Introduction to Data Models
- Normalization and Denormalization
- Understanding a Star Schema

5. Using Power Pivot

- Introduction to Power Pivot
- Calculated columns
- Using links and relationships
- Creating DAX formulas
- Calculated fields

6. What-if Analysis

- Using Single Input Table
- Using Two Input Table
- Scenario Manager
- Goal Seek

Microsoft Excel (Advanced)

By Peter Low



About The Trainer

Peter has more than 20 years of working experience. He has worked for different multi-national companies like CapitaLand, Hewlett Packard, Fuji Xerox and Philip Morris. In his last role, he was the department head for the sales information team whereby he was responsible for providing data analytics for the organization as well as managing system implementations in the company.

From February 2016, Peter made a career switch and became a freelance trainer in IT and Leadership courses. He completed his Advanced Certificate in Training and Assessment (ACTA) certification and Specialist Diploma in Leadership and People Management (SP LPM) in 2016 and has conducted SSG and non-SSG courses for public run as well as corporate clients.