

## From Data to Decisions: Excel Essentials

**29 April 2025, Tuesday**

9.00am – 5.00pm

Speaker: CHEW MEI SEEN

Virtual

Course code: IT290425W1

**Closing date: 25 May 2025**



**8 CPD  
HOURS**

## Course Objectives

The course aims to equip participants with advanced Excel skills for effective data management. By the end of the course, participants will be able to apply advanced functions and formulas to extract and cleanse data to streamline data analysis and reporting. This course is designed for individuals looking to enhance their data management capabilities using Excel's advanced features.

## Course outline

**Module 1: Load Data Into Excel** - Import data from different sources into Microsoft Excel

- Import Text Files
- Microsoft Query

**Module 2: Data Cleansing** - Learn how to clean data to ensure its quality and reliability for future usage

- Remove Duplicates
- Change Case
- Replace Text
- Merging
- Text to Columns
- Remove Space

**Module 3: Table Management** - Creating more flexibility in data management

- Creating Tables
- Tips for setting up Tables
- Convert Tables to Range
- Table Formula

**Module 4: Data Management 1**- Filter data for analysis

- Autofilter
- Advanced Autofilter
- Custom Autofilter
- Filter by Color, Text, Date and Number
- Advance Filter
- Managing Filter Criteria
- Filter by Wildcards
- Filter Unique Records
- Extract data to another worksheet
- Filter Function

**Module 5: Data Management 2** - Sort data for analysis

- Basic Data Sorting
- Custom Sorting
- Custom Lists
- Sort by Multiple Levels
- Subtotal Command
- Outline
- Views

**Module 6: Conditional Formatting** - Format data based on criteria

- Managing Conditional Formatting
- Conditional Formatting Presets
- Create Customised Rules
- Highlights Blank Cells
- Compare 2 List

**Module 7: Advanced Formula** - Leverage on advanced formula to create simple reports

- IF
- NESTED IF
- AND
- OR
- Combo of IF, AND and OR
- COUNT, COUNTA, COUNTBLANK
- COUNTIF and COUNTIFS
- SUM IF and SUMIFS
- AVERAGEIF and AVERAGEIFS
- LEFT, RIGHT, MID and LEN

**Module 8: Macro** - Simple tasks automation with macro

- Activate Developer Tab
- Configuring Macro Security
- Record Macro
- Stop Recording Macro
- Run Macro
- Delete Macro
- Save Macro

## Minimum skill requirement

Participants with Intermediate or Advance knowledge on Microsoft Excel

## Target Audience

This course is recommended to anyone who is keen to know more on advanced functions and formulas of Microsoft Excel. Familiarity with the basics of Microsoft Excel is a must

## About the Trainer: CHEW MEI SEEN

Chew M.S. is a seasoned finance professional with a wealth of experience that spans over two decades in various capacities within the finance industry. Her journey has seen her at the helm of financial operations in both local businesses and Fortune 500 multinational companies, where she has played pivotal roles in steering these organizations towards fiscal prudence and growth.

As a Chartered Accountant, Chew M.S. possesses a deep-seated proficiency in financial matters, which she brings to life in her course, "Finance for Non-Finance Professionals." Her ability to demystify complex financial statements and impart the nuances of financial literacy is unparalleled. Chew M.S. equips her students with the acumen to interpret balance sheets, income statements, and cash flow statements with confidence, providing them with a solid foundation to make informed business decisions.

Through her expert guidance, Chew M.S. transforms the daunting world of finance into an accessible and engaging subject. She is not just teaching finance; she is instilling a financial mindset that enables professionals from all backgrounds to navigate the financial landscape with ease and insight.

## WEBINAR FEE

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 15/4/2025)	Normal Fee per person (RM)	Group Fee per person (RM)*  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	490	540	510
Non member	640	690	660
Retired MAICSA member	270	270	270
MAICSA Member's staff***	600	600	600

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Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: 03-2282 9276 ext 803

Attention: Ms Vicky

- Fee is payable to **MAICSA**

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#### Online transfer

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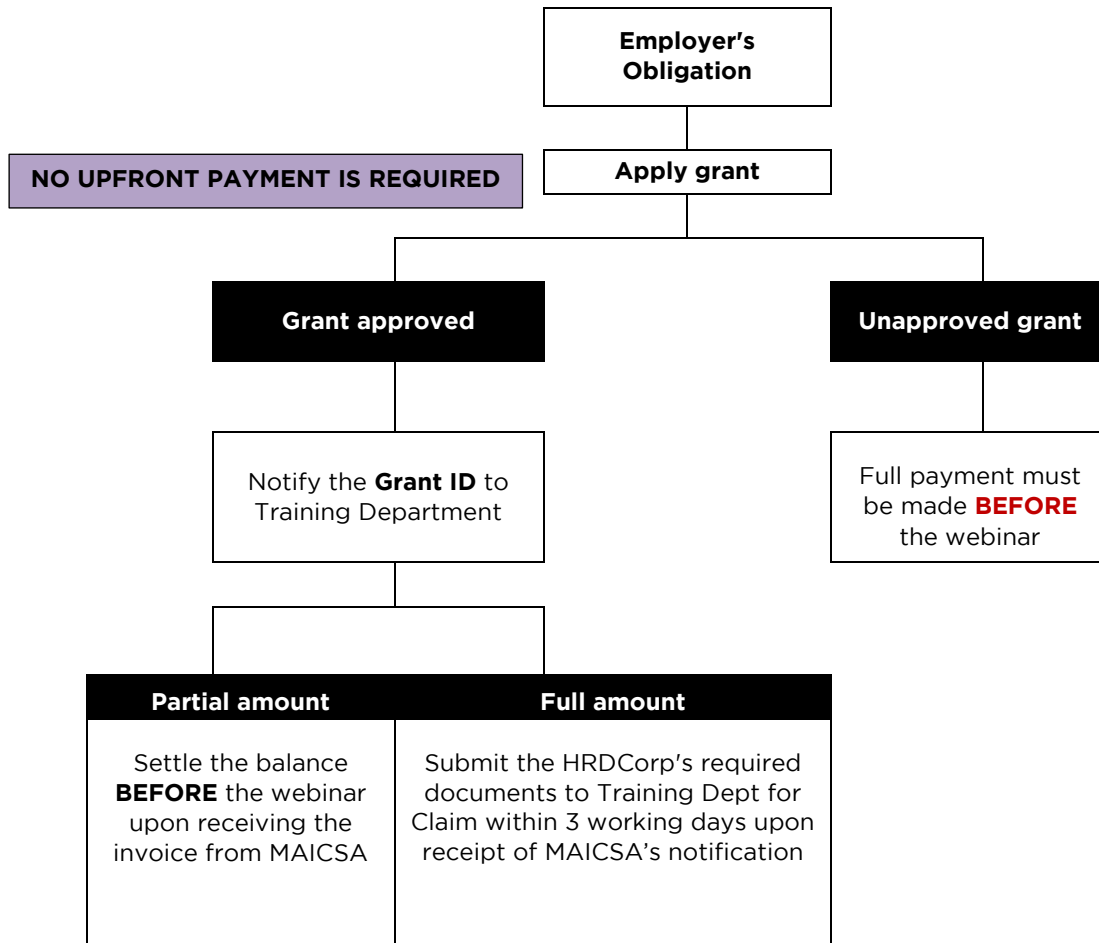
**Participants may log-in at 8.45am**

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