

# MICROSOFT EXCEL: Fundamental & Intermediate Stage

**21 April 2025, Monday**

9.00am - 5.00pm

Speaker: CHEW M.S

Virtual

Course code: IT210425W1

**Closing date: 18 April 2025**

**8 CPD  
HOURS**

## Course Objectives

Learn the basics and intermediate skills of Microsoft Excel - Enhance the ability to apply the skill and knowledge on Microsoft Excel to real world situation with confidence.

## Course outline

No.	Topics	No.	Topics
1	<b>Module 1: Navigating Excel Basics</b> Get familiarize with the basic layout and features of Microsoft Excel <ul style="list-style-type: none"> <li>• The Quick Access Toolbar</li> <li>• The Ribbon</li> <li>• Shortcut Keys</li> </ul>	5	<b>Module 5: Managing Workbooks and Worksheets</b> Dealing with single and multiple workbooks and worksheets <ul style="list-style-type: none"> <li>• Workbook Management</li> <li>• Creating and Opening Workbook</li> <li>• Saving Workbooks</li> <li>• Navigating Workbooks</li> <li>• Managing Worksheets</li> <li>• Close Workbook</li> </ul>
2	<b>Module 2: Managing Data</b> Learn how to enter, edit data and explore efficient way of managing data <ul style="list-style-type: none"> <li>• Entering Data</li> <li>• Selecting Data</li> <li>• Data Entry Techniques</li> <li>• Excel Tables</li> <li>• Autofill</li> <li>• AutoComplete</li> <li>• Find and Replace</li> <li>• Copy and Paste Cell Content</li> <li>• Cut and Paste Cell Content</li> <li>• Access to Paste Options</li> <li>• Rearranging Data</li> <li>• Undo and Redo</li> </ul>	6	<b>Module 6: Printing</b> Dealing with single and multiple workbooks and worksheets <ul style="list-style-type: none"> <li>• What and How to Print?</li> <li>• Multiple print copies</li> <li>• Page Margins</li> <li>• Page Orientations</li> <li>• Scaling</li> <li>• Header and Footer</li> <li>• Page Break</li> <li>• Print Titles</li> <li>• Print Gridlines and Headings</li> <li>• Print Cell Comments</li> <li>• Hide Formula Errors from printing</li> <li>• Print Area</li> </ul>
3	<b>Module 3: Formatting Data –</b> Present your data in a professional style <ul style="list-style-type: none"> <li>• Formatting Text</li> <li>• Formatting Numbers and Dates</li> <li>• Copy Format</li> <li>• Clear Formatting</li> <li>• Cell Alignment</li> <li>• Font Style</li> <li>• Borders</li> <li>• Fill Colour</li> <li>• Cell Styles</li> <li>• Cell Protection</li> <li>• Managing Themes</li> </ul>	7	<b>Module 7: Basic Charts</b> Creating basic charts <ul style="list-style-type: none"> <li>• Choosing the right charts</li> <li>• Create charts</li> <li>• Managing Chart Tools</li> <li>• Beautifying the Charts</li> </ul>
4	<b>Module 4: Handling Formulas</b> Create and manage simple formulas and functions <ul style="list-style-type: none"> <li>• Getting started with Formulas</li> <li>• Working with Basic Functions</li> <li>• Writing Simple Formula</li> <li>• Creating Complex Formulas</li> <li>• Working with Cell References</li> <li>• AutoSum Functions</li> </ul>	8	<b>Module 8: Security</b> Embedding security features <ul style="list-style-type: none"> <li>• Protecting Worksheets</li> <li>• Protecting Workbooks</li> </ul>

## Target Audience

This course is recommended to anyone who is keen to learn the basic and intermediate stage of Microsoft Excel.

## 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 7/4/2025)	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
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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**

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