



Precision in Data Management

From Basics to Brilliance

2 Days Training

COURSE OVERVIEW

Gain essential data management skills by mastering key functions, formulas, and formatting techniques. This hands-on course empowers you to efficiently navigate, analyze, and present data for impactful decision-making.

COURSE OBJECTIVE

- Efficiently navigate and customize Excel for enhanced productivity.
- Master essential data management and formatting techniques.
- Apply key formulas and functions for effective data analysis.

RECOMMENDED FOR

All types of professionals seeking to enhance their data visualization skills.



COURSE HIGHLIGHTS



Master essential data management techniques



Learn key formulas for accurate analysis.



customize Excel for improved efficiency.



Hands-on practice with real business data.



Course Outline

Excel Fundamentals

1

- a. Introduction to Excel Interface
- b. Customising the Quick Access Toolbar
- c. Understanding the structure of an Excel Workbook
- d. Saving an Excel workbook
- e. Common Excel shortcut keys

Entering & Editing Text and Formulas

2

- a. Cells, columns, rows & sheets
- b. Working with Numeric Data in Excel
- c. Entering Date Values
- d. Working with Cell References
- e. Creating Basic Formulas in Excel
- f. Relative Reference vs Absolute Reference

Working with Basic Excel Functions

3

- a. The structure of Excel Function
- b. Working with SUM(), COUNT(), MIN(), MAX(), AVERAGE()
- c. Using the AutoSum command
- d. Using the AutoFill Command to Copy Formulas

Course Outline

4

Modifying an Excel Worksheet

- a. Moving and copying data in Excel Worksheet
- b. Inserting & Deleting rows & columns
- c. Hiding & Unhiding rows and columns
- d. Renaming & deleting an Excel worksheet
- e. Moving and copying an Excel worksheet

5

Formatting data in Excel Worksheet

- a. Working with Font Formatting
- b. Changing the background of cell color
- c. Adding borders to cells
- d. Number formatting
- e. Using Excel's Format Painter
- f. Merging & Centering Cells

6

Inserting Images & Shapes into Excel Worksheet

- a. Inserting Images
- b. Inserting Excel Shapes
- c. Formatting Excel Shapes
- d. Working with SmartArt

7

Printing an Excel Worksheet

- a. Viewing your document in Print Preview
- b. Changing Margins, Scaling and Orientations
- c. Working with Page Layout view
- d. Adding Header and Footer
- e. Printing a Specific Range of Cells

Trainers Profile

Mazlita Mat Hassan Director / Lead Trainer, MatrixC Academy



Mazlita Mat Hassan, known as "MEM," is an accomplished IT corporate trainer and data science expert with a BSc in Computer Science from University College London. With over a decade of experience, she has trained more than 10,000 professionals across Southeast Asia, specializing in Microsoft Office, Google Apps, and Tableau.

As the CEO of RECQA, she drives DeLIMA 2.0, Malaysia's National Digital Learning Platform, and leads MatrixC Academy's Change Management training with Google Tools. Globally recognized, she is the SEA & Pacific Leader for UNCTAD's "e-trade for women" initiative and received the 2023 Women in STEM award from Business and Professional Woman Malaysia for her contribution in co-developing DeLIMA 2.0 with MOE and Google Malaysia.

Ikmal Nordin Data & AI Lead, Matrix Connexion



A distinguished data analytics trainer, data scientist, and AI specialist with deep expertise in data science, AI, and economic analysis. Renowned for architecting cutting-edge data solutions, he translates complex concepts into practical, high-impact training for both corporate teams and individuals.

Ikmal has successfully trained and consulted for leading companies like Proton, Star Media Group, and BE International, empowering professionals across industries to harness the power of big data and AI for significant productivity gains and career advancement.

