

# Advanced Excel Masterclass

*By using the latest functions and formulations and applying established techniques and methods, extend your knowledge, understanding and application of Microsoft Excel to your daily work*

**19th - 20th December 2022**

**Kuala Lumpur (In Person) / Online Training**

## Major Benefits of Attending

By end of this course, delegates will be able to: -

- **CREATE** and **APPLY** Excel Shortcuts
- **SET UP** Conditional Formatting
- **APPLY** Sorting and Filtering Data
- **CREATE** Charts
- **ESTABLISH** and **ENHANCE** PivotTables
- **SET UP** Advanced Data Validation
- **CREATE** and **USE** Excel (Dynamic) Tables
- **USE** Excel Functions for Statistical Analysis
- **APPLY SUCCESSFULLY** Logical Functions
- **MASTER VLOOKUP** and Working with XLOOKUP
- **INTRODUCE** Power Query and the new Dynamic Array Functions

## Course Methodology

Client has the option to choose to participate either below method.

**Online Course :** This course will be conducted via Zoom.

**Marriot Group Hotel:** This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.

## Prerequisite

The trainer will be using and demonstrating entirely in Microsoft 365 software and it is advised that all delegates do the same. Or have a fully functional version of Excel 2016 or 2019 installed on your laptop.

## Why you Should Attend?

This workshop will enable you to learn much that you need to know to build great spreadsheets and analytical reports. Microsoft Excel 365 has become a real force to be reckoned with in terms of the advances made over the last two to three years. This course provides you with a chance to upgrade and update your knowledge, skills and techniques. In addition to creating high level analytics, the course will help you to enhance your visualisation skills and help you to create stunning reports and dashboards. All in all, the course will enable you to gain deeper insights into your business and help you to make the right business decisions.

## Who Should Attend?

This workshop will be beneficial for analysts, managers, reporting professionals, business owners, executives and anyone responsible for preparing Excel based analysis, visualisation, and scorecards. This training is highly recommended for:

- Finance Directors/Financial Controllers/CFO's
- Business/Financial/Treasury/Market Analysts
- Corporate/Structured/Project Finance Officers
- Financial/Strategic Planners
- M&A Specialists
- Private Equity Project/Commercial Management
- Business Development and Marketing
- Systems Analysts
- Budget Managers
- Profit Centre Managers
- Credit Risk/Treasury Managers Actuaries

Organized by:



FDB EVENTS PTE LTD (SINGAPORE)  
FDB EVENTS SDN BHD (MALAYSIA)

For more details, contact [hello@fdb.sg](mailto:hello@fdb.sg)

HRDcorp Registered

