



## Microsoft Excel 2016 Essential Skills

### Course Description

*Doing It Right the First Time* is one of the most important focus in this course. Once you get the essentials right, you will instantly identify and avoid the common pitfalls and costly mistakes all along in using Excel.

### Contents

#### Module 1: Getting Started

- Quick Access Bar
- Ribbon
- Formula Bar
- Spreadsheet Grid
- Status Bar
- Open new/existing file
- Move between workbooks
- View all workbooks
- Save/Save as
- Close

#### Module 2: Entering & Formatting Data, Numbers & Tables

- Typing Data
- Editing Data
- Formatting Data in Excel
- Features to be use to make you a formatting pro
- Do's & Don'ts in formatting

#### Module 3: Calculating Totals & Summaries using Formulas

- Introduction to Formulas
- Simple formulas for beginners- Sum, Average, Max, Min, Date, Today, Now, Round, Roundup, Round down, If error

#### Module 4: Data Validation

- What is data validation
- Create a drop down list of items in a cell
- Restrict entries, such as a date range or whole numbers only
- Create custom rules for what can be entered

#### Module 5: Conditional Formatting

- What is conditional formatting
- Introduction to Conditional Formatting
- Tips on Conditional Formatting
- Highlighting Duplicates

#### Module 6: Managing Multiple Worksheets

- Insert/Rename/Rearrange/Remove worksheets
- View more sheet tabs
- Group/Ungroup
- View multiple sheets simultaneously
- Sum using 3D formulas across worksheets with identical layout
- Sum using Data Consolidate

#### Module 7: Printing: How not to have "Sexy on Spreadsheet, Ugly on Printout

- Formatting options for printing
- Printing worksheet in 1 page
- How to print Excel cell comments
- Hide formula errors when printing
- Printing multiple pages with different layout
- Dealing with unprintable
- Proofing your print settings
- Printing what's not on screen

#### Module 8: Basic Skills for Chart Makers

- Creating Column/Line/Bar/Pie Chart
- Formatting.

#### Module 9: Using Excel Productively

- Using Excel as a Database
- Making better Excel workbooks
- Keyboard Shortcuts

## Performance-based Objectives

At the end of the course, participants will be able to:

- Learn to get familiar with Excel ribbons
- Enter, format data and calculate total and summary using formulas
- Highlight data to meet specific conditions, restrict data entries, create reports and charts

## Course Pre-requisites

Participants should have some basic knowledge in using Windows.

For further enquiries, please contact:



Pn Nazihah / Pn Azrini

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)

SBL Scheme

## Administrative Details

Programme Title: **Microsoft Excel 2016 Essential Skills**

Dates : **January 17-18, 2017; March 7-8, 2017; April 11-12, 2017; May 16-17, 2017; June 8-9, 2017**

Duration : 2 days

Time : 9.00 am – 5.00 pm

Venue : Suite 37-8,

The Boulevard, Midvalley City

Lingkar Syed Putra

59200 Kuala Lumpur

Fees : FMM Members – RM 371 (Inclusive of GST) Non Members – RM 424 (Inclusive of GST)

*(Fees include course materials, Certificate of Attendance and refreshments. Lunch is not provided.)*

Registration is on a first-come first-served basis. Cheques made in favour of the “**FMM Institute**” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

*All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost. A 6% GST will be imposed for training programmes scheduled from April 1, 2015 onwards.*

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

# Microsoft Excel 2016 Essential Skills

The Assistant Manager

Please tick ( √ ) accordingly:

FMM Institute  
GST Registration  
No.001764515840  
Tel: 03-62867200  
Fax: 03-62776712

Date

- January 17-18, 2017
- May 16-17, 2017
- March 7-8, 2017
- June 8-9, 2017
- April 11-12, 2017

PSMB Scheme

- SBL
- Non-Contributor

Dear Madam,

Please register the following participant(s) for the above programme.

(To be completed in BLOCK LETTERS)

|         |             |        |
|---------|-------------|--------|
| 1) Name | Designation | E-mail |
|---------|-------------|--------|

|             |        |  |
|-------------|--------|--|
| Nationality | IC No. |  |
|-------------|--------|--|

|         |             |        |
|---------|-------------|--------|
| 2) Name | Designation | E-mail |
|---------|-------------|--------|

|             |        |  |
|-------------|--------|--|
| Nationality | IC No. |  |
|-------------|--------|--|

|         |             |        |
|---------|-------------|--------|
| 3) Name | Designation | E-mail |
|---------|-------------|--------|

|             |        |  |
|-------------|--------|--|
| Nationality | IC No. |  |
|-------------|--------|--|

*(If space is insufficient, please attach a separate list)*

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_ GST Registration No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

## Panel of Trainer

*One of the below trainers will facilitate the programme.*

### **Ms Shivonne Louis**

#### **Professional Qualifications**

Diploma in Computer Programming, City & Guilds  
Microsoft Office 2000 User Specialist (MOUS)  
Microsoft Office XP (2002) Specialist (MOS)

#### **Experience**

Ms Shivonne Louis has over 15 years of working experience in conducting IT training programs. She specialises in Microsoft Office and Lotus Applications programmes. She train up new trainers and developing new courses as

### **Ms Subashinee Sinnathamby**

#### **Professional Qualifications**

NCC Diploma in Computer Studies  
Master Certification for Microsoft Office

#### **Experience**

Ms Subashinee has over 15 years of working experience in conducting IT training programmes. She has vast experience in conducting training to corporate client specialising in Microsoft Office, Lotus Applications, Adobe and Autocad. With her vast experience in training, she has trained thousands on the use of desktop applications,