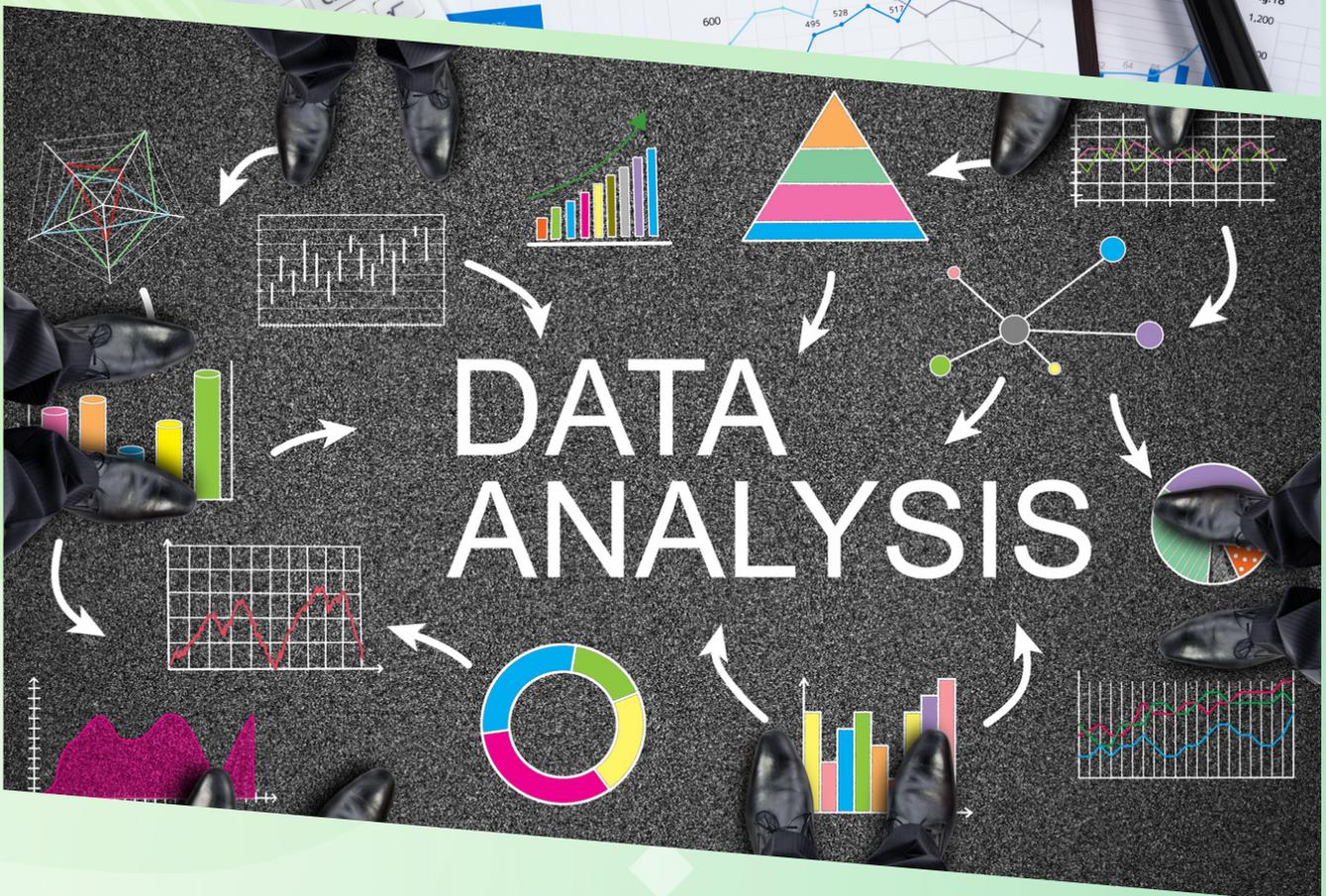




Webinar Microsoft Excel Data Analysis and Pivot Table

Feb 8-9, 2023

EB/28/22
Dec 15, 2022



TRAINER PROFILE

Rahul Thomas holds a Bachelor's Degree in Information Technology from UNITAR International University, Malaysia. He has earned an excellent exposure in the field of Cybersecurity as Security Operation Analyst and Cloud Computing.

He has been part of team with EC Council as their Security Analyst which overlooked all the security operations around the clock. He is well attached with SIEM technology to ensure and monitor all security activities. Together with that, he is an internationally qualified trainer and also has completed the Train the Trainer Certification from Human Resources Development Fund (HRDF).

As Rahul's forte is in Cybersecurity, he is equipped with professional cybersecurity certifications such as Rocheston Certified Cybersecurity Engineer (RCCE), Rocheston Certified Trainer (RCT), EC-Council Certified Security Specialist E|CSS, Certified Network Defender C|ND, and Certified Ethical Hacker C|EH from EC-Council and Google Cloud Platform Big Data & Machine Learning from Google.

Furthermore, he has a strong understanding of incorporating humor and media into training to make it more engaging and meaningful. Rahul is very enthusiastic when it comes to training and has been recognized to deliver outstanding trainings.



PROGRAMME



DAY 1

8:45am

Attendance Registration

9:00am

Module 1 - Make your data work for you

This module provides an overview of the benefits of pivot table reports and how you can create one with ease

- Maximize the power of pivot table
- Ask the questions
- Get the answers
- Review

10:15am

Morning Tea Break

10:30am

Module 2 - A quick tour

This module explains how to take raw data in an excel worksheet and make it more meaningful with pivot tables

- Determine what you need to know
- The source is important
- Ready, set go
- The pivot table layout
- What goes where
- Result of our pivot table
- Viewing our data differently
- Review

1:00pm

Lunch

2:00pm

Module 3 - Manipulating the pivot table

This module explains how to rearrange the pivot table layout, work with fields, and refresh data

- Rearrange the layout
- What we get
- Add a new field
- Remove a field
- Add or remove a field using the wizard
- Rename a field
- Format numbers
- Change the sort order and top 10 auto show
- Refresh data
- Review

3:30pm

Evening Tea Break

3:45pm

Module 4 - Digging deeper

This module explains how to use grouping to further summarize pivot table information, how to work with subtotals and grand totals, and how to format the finished pivot table

- Create a quarterly group
- Group data manually
- Display subtotals
- Hide / Display Grand total
- Format a pivot table report
- Review

5:00pm

End of Programme



DAY 2

8:45am

Attendance Registration

9:00am

Module 5 - Beyond the basics

This module explains how to create additional data fields and create and use custom calculations

- Creating a second data field
- Use count to summarize data
- Display numerical data as a percentage of the total
- Create a custom calculation
- Review

10:15am

Morning Tea Break

10:30am

Module 6 - More pivot table calculations

This module explains how to create new fields and items using the calculated field and calculated item formulas, and how to create formulas outside of a reports

- Using formulas
- Create a calculated field
- Create a calculated item
- Use pivot table data outside the report
- Use the GETPIVOTDATA function
- Review

1:00pm

Lunch

2:00pm

Module 7 - Optional topics

This module explains how to create a pivot chart report and publish it to web site, add fields to a pivot table browser, use a pivot table list, and use multiple ranges as source data

- Create pivot chart report
- Publish Pivot table reports to the web
- Add Fields to a pivot table browser

3:30pm

Evening Tea Break

3:45pm

Module 7 - (Continue...)

- Use pivot table list
- Use multiple ranges as source data
- Review

4:50pm

Question and answer

5:00pm

End of Programme



WEBINAR MICROSOFT EXCEL - DATA ANALYSIS AND PIVOT TABLE



 Feb 8 - 9, 2023
Wednesday & Thursday



Remote Via Zoom



9:00 am - 5:00 pm

FEES

FMM member : RM1,166.00

Non Member : RM1,378.00

(Price above are inclusive of 6% SST)

Who Should Attend

- **Intended for Information workers**

REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Eastern by **Feb 3, 2022**. All confirmed participants should make the full fee before the event.

- For SBL - Claimable Courses, an Attendance of 100% is a must, in any case, employers will be billed in full.
- For SBL - Claimable Courses,, Grant Approval must be forwarded to FMM Eastern at least 3 DAYS BEFORE the webinar date.

Training Provider: 007907X_EASTERN

Training Number: 10001257081

PAYMENT METHODS

Payee name: FEDERATION OF MALAYSIAN MANUFACTURERS

- Cheque or bank draft crossed Account Payee only.
- Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.
Bank Name: **Maybank Bank Berhad**
Account no : **5-56011-06326-9**
SWIFT Code: **MBBEMYKL**
- Please write the event name on the reverse of the cheque or on the deposit slip.

REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the seminar - no payment charged
- 3-6 days before the seminar - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

FMM Eastern Branch - Ms. Florance / Ms Thivya
Email: florance@fmm.org.my / thivya@fmm.org.my

REGISTRATION FORM

Please register the following participants(s):-

Enquiries

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No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					
3.					

Please Tick appropriate box:

WE hereby confirm that:

We will be claiming under SBL-CLAIMABLE COURSES but full payment would be made to Federation of Malaysian Manufacturers in the event that no disbursement from HRD CORP under any circumstances.

We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft , No _____ for RM _____ being payment made for _____ participant (s) made in favour of Federation of Malaysian Manufacturers.

Submitted by:

Name : _____ Designation: _____

Company: _____ FMM Membership No. : _____

Address: _____

Email: _____ Tel: _____ Fax: _____