

Advance Excel Training Programs Productivity & Efficiency



*"Designed
by Practitioners
For
Practitioners"*



Focuses on

**Practical & Creative
Applications**

The Reason Why Us!

**An experience trainer with practical combination
of Finance + Analysis + Excel Skills**

"The training is very useful thanks to our trainer who comes with super experience, both applied and theoretical. She is knowledgeable and very accommodating to our request. The class goes on well and fun to learn."

**Offer Powerful Tips & Tricks to improve your
productivity and efficiency**

"I can't explain how much Trainer has helped me going through the challenges. She is able to come out with immediate solution & powerful tips to solve my problem."

**Learning Orientation focuses on Real Life Work
Challenges**

"Thank you for sharing real-life case studies. I immediately put some of suggestions into practice and feel confident that the skills I learned will serve me well in my position."

**Positive Directional and Approachable Learning
Climate**

"Trainer is very patient and friendly. She always encourages and assure us that making mistakes help our learning."

This is not an IT program. It is a AT (Applied Technology) program that focuses on how to practically and creatively apply various techniques and functions learnt to easily solve difficult work challenges. After attending these training programs, you will be able to (i) Increase employees productivity & efficiency; (ii) Provide business solutions to interactive what-if analysis & data management through the powerful usage of Excel and PowerPoint.



Ms Shireen Ng

**Our Senior Trainer
specialises in
Financial Analysis,
Benchmarking
and
Creative Excel
Applications**

Topic 1

Creative Excel for Productivity & Efficiency

Highly Recommended

Target Audience:

Manager, Supervisor, Executive and anyone that heavily depends on Excel at work

Be in charge, be creative, increase your Efficiency

This is a hands on training you can apply your learning once you have returned to the office. You will understand not only the concepts or functions you may have struggled in the past but also become familiar with a broad range of practical Excel capabilities and features. Through this training, you will get practical, real-world answers to your most challenging Excel questions and able to put your new skills to work the very next day.

What You Will Learn:

- 1 Working Smart with Excel Functions
- 2 Practical tips and tricks using Excel
- 3 Real life work challenges
- 4 Powerful Data Validation
- 5 Creative If and multiple IFs
- 6 Macro Recording
- 7 Understand Charting 101

Date: 11-12 Sep 2017
15-16 Nov 2017

Trend	Region	Jan	Feb	Mar	Apr	May	Jun
North		18,449	12,354	11,694	14,583	26,393	11,996
South		3,180	2,232	2,536	1,154	1,674	1,357
Central		19,328	8,811	8,363	9,578	12,773	9,973
East		7,579	7,935	7,289	8,489	7,740	8,507
West		14,942	18,776	11,240	19,305	15,905	15,943

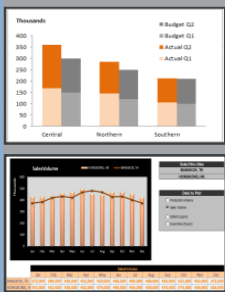
Advance Charting Essentials for Dashboard Reporting

Creative Charting for Management Reporting

Highly Recommended

There is so much valuable information hidden in the sea of data. Pictures are worth a thousand words – communicate key data insights using charts. Make sure vital information is available to key people in your organisation, and it will make you a valuable asset to your organization.

In this training, you'll learn how to (i) resolve challenges when creating core charts, (ii) how to leverage on the advanced Excel charts, (iii) how to build your own creative charts and (iv) how to create interactive what-if analysis features and buttons for interactive analysis.



Topic 2

Target Audience:

Managers, Company Secretary, Coordinator, Administrator, Supervisors who need to prepare graphical reports

Date: 13-14 Sep 2017

Topic 3

Automating Financial Functions for Data Analysis & Decision Making

Make Excel your Decision Making Tool

Target Audience:

Accountant, Finance Managers, Management Consultants, Planner, Financial Analyst, Financial Controller, Risk Manager

By attending this training, participants will learn to **automate** many practical financial model. Instead of manually executing a simple task of creating customized worksheets or to work on a very complex tasks of exporting journal entries in Excel from an accounting package and creating reports for decision making manually, this program will help participant to understand & built and automated **financial management model** effectively

What You Will Learn:

- 1 Working Smart with Excel Functions
- 2 Learn Key Principals in Building Financial Model
- 3 Simulate with Solver
- 4 Powerful Pivot Table
- 5 Create Powerful Chart
- 6 Easy to use Project Appraisal Functions

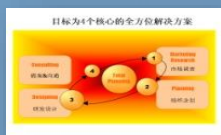
Date: 16-17 Oct 2017

High Impact PowerPoint: From Good to Awesome

Impress the Top Management with your Presentation!

A slide well prepared will not only deliver the message effectively but also help you in your delivery of the presentation! Fear of presentation? Then, create awesome slides and let the slides speak for you!

This program aims to help professionals that truly wants to (i) create awesome slides, (ii) deliver clear messages and (iii) leverage on powerpoint to overcome stage freight.



Topic 4

Target Audience:

Financial Controller, Business Development Manager, Marketing Manager, Department Head, Engineer, Factory Manager, Human Resource Manager, IT Manager

Date: 14-15 Dec 2017