

TNA
Excel

1. Excel Needs Analysis

Simple online questionnaire to determine your Excel needs



6. Excel Coaching Program

Focus on addressing participant's Excel issues. Bring your problems to us!



2. Excel Fitness Test

Quick online assessment to gauge your level of Excel proficiency!

PRE/POST TRAINING:
Learning Transfer Support Programs

5. Excel Accreditation Program

The aim of the Accreditation Program is to help an organisation to further develop and grow in house talents where the candidates need to fulfill a series of requirement in order to qualify for the grading.



3. Email Support

We provide you Email support after the training so that you can apply your learning at work

4. Online Refresher Video Clips

23 online Excel video clips for easy reference and access!



Training Series

Excel, Powerpoint Efficiency (EPE)

Increase productivity and improve efficiency by streamlining the workflow

- Significantly reduce time and effort
- Eliminating manual updating
- Data Analysis and Data Mining
- Working Smarter
- Filter Datasets for Analysis

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

- Data Analysis and Data Mining
- Technology Adoption for Productivity

Spreadsheets are everywhere in the workplace. The reason being, they are powerfully effective tools for enabling productivity, and efficiency. Think about the many ways spreadsheets, like Microsoft Excel, are used in your organization, such as create forms, calculate results, and generate reports. Timesheets, quotation, analysis, inventory management, job tracking, and the list goes on. In every example, there are likely multiple users who need access to the spreadsheets.

For each one of those users, there is at least one “off the record” version of the spreadsheet on their desktop; for each one of those versions, there is likely a broken formula; and for each one of those broken formulas there is out of date information in the spreadsheet. These are just a few of the things that make managing spreadsheets difficult, not to mention controlling who can view, edit, or save changes to the spreadsheet. Worst of all, data pushed into Excel is dead data. There is a better approach! With our series of “Productivity & Efficiency” training programs, we address all the common and difficult issues user are encountering. We help our participants seamlessly integrate smart technology to create a more productive workplace and at the same time helping businesses monitor their workers movements.

- 1 Help Identify Trends**
Slash the time it takes to build your worksheets with smart tips and surprising shortcuts. Instead of wasting unnecessary time,
- 2 Automate Repetitive Tasks**
Get the most out of macro recording and easily automate repetitive tasks to increase your job productivity
- 3 Complete Huge Data with Simple Clicks**
Excel is an invaluable tool for organizing, trimming, cleaning, managing and analyzing.
- 4 Risks When it is Not Done Right**
Whether you are working with sales information, employee information, or other critical information, considering the potentially disastrous of human error in building the spreadsheet, this is something can avoid.

EXCEL POWERPOINT EFFICIENCY



Creative Excel

- 1** Focus on Practical and Creative Application

Business Data Management

- 2** Dramatically Increase Your Speed

Advance Charting

- 3** Designed by Professionals for the Professionals



Topic 1: Creative Excel for Productivity & Efficiency

Be in charge, be creative, increase Efficiency

Would You Want to Know...

- how to increase your efficiency at work?
- how to convert text from small letter to capital letter?
- how to combine text?
- how to automatically highlight a cell based on certain criteria?
- how to customise your toolbar to ease your work?
- how to extract certain data from a cell?
- How to creatively integrate various functions in Excel?

Whether you are working with sales information, pricing, customer records, employee information, product inventory, payroll, company financials or other critical information, this training is an invaluable tool for organizing, trimming, cleaning, managing, analyzing and tracking your data. 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 and creative 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 immediately.



Top management requires information quickly to make better business decisions. However, with the overwhelming amount of information, it is a challenge trying to do so quickly. By attending this training, you will acquire the necessary knowledge, skills and competencies to build an effective financial models and you are ready to make a difference in the top management decision making.

Topic 2: Advance Charting Essentials for Dashboard Reporting

Creative Charting for Management Reporting

Would You Want to Know...

- how to use the basic chart to deliver messages to your audience?
- how to create combined chart?
- how to use various advance charts in Excel?
- how to create interactive charts?
- how to allow your chart to expand base on selection?
- how to create advance what-if analysis chart?
- How to creatively integrate various functions in Excel?

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. You'll learn (i) how to create core charts quickly and practically, (ii) use creatively to work the advance charts, (iii) Combine chart with excel functions to create easy yet effective chart, (iv) incorporate what-if analysis features, simple macro and buttons for interactive analysis. After attending this training, you will be **an indispensable expert in data chart reports!**

Topic 3: Effective Business Data Management & Analysis

Massaging Data into useful Business Information for Decision Making

Would You Want to Know...

- how to quickly convert raw data into useful information?
- how to drag & drop data in pivot table?
- how to extract only the unique data using advance filter?
- how to create data validation that will auto expand on source data?
- how to creatively use VLookup and HLookup?
- how to merge data from different files?
- How to creatively integrate various functions in Excel?

Smart Excel Productivity & Efficiency

Increase productivity and improve efficiency by streamlining the workflow

APPLIED Tech has been in the training industry more than 15 years. We offer personal and professionals development involved in many disciplines especially for Accounting & Finance professional who are looking for on-going access to Continuous Professional Development (CPD) through our public training programs. Our programs make it easy for anyone to upgrade and enhance their competency while at the same time staying abreast of developments and advancements within their respective fields of practice.

Quality Policy

We strive to continuously improve our training programs in order to uphold the practicality and relevance of the training topics; ensure delivery style adhere to adult learning principles by creating a safe and positive climate to encourage openness in learning



Mr Bryan Ng
An International Trainer
with a Unique
Combination of Business
+ Management + Finance
+ Psychology
Expertise!

Trainer Profile

Mr Bryan Ng, Chun Seong (MSc Mngt Psychology (UK), CA, CIMA, MSP, Satir), BSc(Hon)(UK) Acct & Fin Mngt, has extensive management and financial experience and was a Corporate General Manager of a Trading House. He has been conducting training for professionals nationally and internationally in transformational leadership for the past 14 years.

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