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TRAINING & CONSULTANCY SDN BHD

# Microsoft Excel - Intermediate to Advanced

HRD Corp registered training program ID: 10001218019

*Excel Beyond Basics*
*Master Advanced Tools!*

**9 & 10 JUNE 2026**
**(TUE & WED)**

**9:00 AM**
**5:00 PM**

**ONLINE**
**VIA ZOOM**

## Register Now!

www.progresslink.com.my

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# Excel Smarter, Not Harder!

## Course Overview

Microsoft Excel is an essential tool for data management, analysis, and visualization, widely used across industries to streamline operations and enhance decision-making. This Intermediate to Advanced course is designed for professionals who have a foundational knowledge of Excel and seek to develop more advanced skills to improve efficiency, accuracy, and productivity. Through hands-on training, participants will learn to process, analyze, and manage large datasets using sophisticated functions, formulas, and automation tools.

The course covers data validation, conditional formatting, and complex referencing, enabling users to create error-free, dynamic spreadsheets. Participants will also master PivotTables, advanced filtering, and lookup functions to efficiently organize, retrieve, and summarize information. Graphing and visualization tools will be explored to help translate complex data into meaningful insights. Additionally, automation techniques will be introduced to reduce manual effort, enhance workflow efficiency, and minimize errors.

This training is particularly valuable for professionals working with large and complex datasets, such as financial analysts, data managers, administrative personnel, and researchers. By leveraging Excel's advanced capabilities, users will be able to perform sophisticated calculations, generate insightful reports, and build dynamic data models. Participants will also gain expertise in forecasting trends, data modeling, and scenario analysis, allowing for more informed and strategic decision-making.

Beyond improving individual efficiency, this course provides a competitive edge in today's data-driven business environment. The ability to manipulate, summarize, and extract key insights from vast datasets ensures that organizations can optimize their decision-making processes. Excel's powerful automation and protection features will help employees streamline reporting, safeguard critical data, and maintain consistency across business functions.

By the end of this course, participants will be fully equipped to maximize Excel's potential, transforming how data is processed and utilized within their organizations. This will not only enhance personal productivity but also contribute to greater operational efficiency, improved accuracy, and stronger business strategies.

## Learning Outcomes

By the end of this workshop, participants will be able to:

- √ Organise, structure, and present data in a visually compelling & professional manner.
- √ Leverage advanced Excel tools such as Power Query (Get & Transform), tables, cell styles, and formatting to create dynamic and well-structured workbooks.
- √ Master both fundamental and advanced features of Microsoft Excel to enhance efficiency and accuracy.
- √ Automate repetitive tasks using advanced Excel techniques, significantly improving productivity and workflow efficiency.
- √ Implement data validation techniques to restrict entries, prevent errors, and ensure consistency.
- √ Use conditional formatting to highlight critical insights, search for specific data, and apply graphical formatting for better visualization.
- √ Efficiently manage large datasets by professionally hiding/unhiding data and removing duplicates while preserving data integrity.
- √ Leverage conditional functions such as SUMIF, COUNTIF, and AVERAGEIF to perform targeted calculations based on specific criteria.
- √ Enhance security and data integrity by applying worksheet, cell, and workbook protection techniques.
- √ Analyse large datasets efficiently using PivotTables, including custom layouts, calculated fields, slicers, and PivotCharts for dynamic reporting.
- √ Visualize trends and patterns using Sparklines, integrating small, in-cell charts for quick data insights.

## Course Benefits

This Advanced Microsoft Excel course helps businesses streamline data management, automate workflows, and enhance decision-making. Employees will master advanced functions, PivotTables, and lookup tools to boost efficiency, reduce errors, and drive data-driven strategies for improved performance.

## Who Should Attend?

This course is ideal for professionals who work with data and want to enhance their efficiency, accuracy, and analytical skills. It is designed for data analysts, finance and accounting professionals, project managers, HR personnel, sales and marketing teams, researchers, and IT specialists who need to manage large datasets, automate tasks, and generate insightful reports.

## Pre-Requisites

Participants should be familiar with the fundamentals of Microsoft Excel, including the basic functions features or have completed our Microsoft Excel - Basic to Intermediate course.

## Training Methodology

This course adopts a hands-on, practical approach, combining interactive lectures, guided exercises, and live demonstrations. Participants will engage in step-by-step tutorials, and structured practice sessions to reinforce learning. A modular approach ensures progressive skill-building, while Q&A sessions and practical applications help translate knowledge into workplace efficiency.

## Training Preparation

Participants must have a laptop or computer with pre-installed Microsoft Excel, a stable internet connection, a functional camera, microphone, and speakers for this online session conducted via Zoom.

## Training Duration

Full 2 days training (9:00 am-5:00 pm)

## HRD Corp Registered Program ID Nos

10001218019

## Public Program Course Fee

Single Registration – RM 1,250.00 nett per participant
Group Registration – RM 950.00 nett per participant
(For 4 participants or more from the same organization)
*(The fee covers training materials, supplementary notes, a detailed training report with assessment and a Certificate of Completion)*

## In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register TODAY

TRAINING FEES ARE ELIGIBLE FOR HRD CORP CLAIMABLE COURSE SCHEME.

**PROGRESS LINK TRAINING & CONSULTANCY SDN BHD** (880988-H)
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10470 Tanjung Tokong, Penang, Malaysia.
Tel : +6 04- 297 6881 Fax : +6 04- 297 6882
Email: sales@progresslink.com.my
Website: www.progresslink.com.my

# COURSE MODULE

## DAY ONE

### MODULE 1: TEXT FUNCTIONS & CLEANING DATA

- Introducing the concatenate function
- Introducing the text function
- Separating data based on length, search & extraction formulas
- Adding replace arguments for a string edit
- Sorting left to right & according to colors

### MODULE 2: COMPLEX REFERENCING & CALCULATIONS RELATIVE TO REFERENCING

- **Absolute referencing**
- **Mixed referencing**

### MODULE 3: DATA VALIDATION & INDIRECT FUNCTION VALIDATION CRITERIA

- Errors with validation
- Creating a list and formula-based validation
- Indirect functions with cell dependence

### MODULE 4: CONDITIONAL FORMATTING

- Searching data using formulas
- Searching data using Excel's built-in formulas
- Graphical conditional formatting

### MODULE 5: OUTLINING & DUPLICATES

- Hiding & unhiding data professionally
- Removing duplicates where necessary

# COURSE MODULE

## DAY TWO

### MODULE 6: FUNCTIONS WITH CONDITIONS

Introducing the sum IF, count IF & average IF functions
Working with the if-conditional functions
If functions work with multiple IF conditions

### MODULE 7: LOOKUP FUNCTIONS

- Introduction to vertical lookup
- Introduction to horizontal lookup
- Vertical & horizontal lookup with defined named table
- Vertical & horizontal lookup with exact and closest matches
- Looking up values nested in an if function
- Looking up values with two or more lookup values
- Looking up values in different sheets
- Pulling data with the match/index functions

### MODULE 8: PROTECTION

- Worksheet protection
- Worksheet cell protection
- Workbook protection

### MODULE 9: INTRODUCTION TO PIVOT TABLE

- Using the pivot table wizard
- Changing the pivot table layout
- Inserting calculated fields
- Pivot charts
- Pivot tables slicers

### MODULE 10: SPARKLINES

- Introduction to chart sparklines

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# REGISTRATION FORM

## MICROSOFT EXCEL – INTERMEDIATE TO ADVANCED

## 9th & 10th June 2026 (Tue & Wed)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: MICROSOFT EXCEL – INTERMEDIATE TO ADVANCED

Date: 9th & 10th June 2026 Venue: REMOTE ONLINE TRAINING VIA ZOOM

*Registration (Please tick ( ✓) accordingly)*

☐ Single registration (1 x participant) = RM 1,250.00 ☐ 2 x participants = RM2,500.00 ☐ 3 x participants = RM3,750.00

☐ Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 950.00 per pax = Total RM _____

*Payment Method (Please tick (✓ ) accordingly)*

☐ Claim under HRD Corp Claimable Course scheme (Program ID: 10001218019 - Remote Online Training - Public)

☐ Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

☐ Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 *(please email us the bank-in slip)*

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

_____

Tel No.: _____ Mobile No: _____ Fax No.: _____

Signature: _____

Date: _____

*Company Stamp*

Terms & Conditions:-
Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 – 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

**1. Participant Name :**

**IC or Passport No :**

**Designation :** **Mobile No:**

**Email address :**

**2. Participant Name :**

**IC or Passport No :**

**Designation :** **Mobile No:**

**Email address :**

**3. Participant Name :**

**IC or Passport No :**

**Designation :** **Mobile No:**

**Email address :**

**4. Participant Name :**

**IC or Passport No :**

**Designation :** **Mobile No:**

**Email address :**

**5. Participant Name :**

**IC or Passport No :**

**Designation :** **Mobile No:**

**Email address :**

*(If there are more participants, please attach a separate list)*