

Data Analysis using Excel

FOR INTERMEDIATE LEVEL

7 - 8 March 2023 | 9 AM - 5 PM

Le Quadri Hotel, UCSI University KL

COURSE OVERVIEW

This course advances the user's knowledge of functions, demonstrates how to manage data with Excel. The objective of this course is to provide participants with a brief review of Microsoft Excel basics and then introduce the intermediate features of Excel (Pivot Table). Participants will be able to create, modify, enhance and print a wide variety of spreadsheets using their newly acquired skills.

LEARNING OUTCOMES:

- Provide participants with a core understanding of how to effectively operate and use the Excel spreadsheet software at an intermediate level.
- Master a powerful tool, Pivot Tables that can help in analyzing, summarizing, and presenting large amounts of data in a clear and organized way.



**EACH PARTICIPANT WILL GET A
SOFT COPY OF THE BOOK AND
WORKBOOK FREE OF CHARGE!**



Mr. Selvam Narayanan
Over 30 years of experience in
software training

Cost Fees

**RM 800* per
pax for 2 days**

*Subject to the number of pax