

Smart Excel

With MS Excel,
you can create

- Dynamic charts
- Interactive commentaries
- Quick updating reports
- Data & charts on MOBILE APP
-and more

- 28-29 March 2020 (Sat & Sun)
- 8.30am – 5.00pm
- GASpace, Hilltop
(Above Foo Phing Dim Sum)
Kota Kinabalu, Sabah
- Limited seats : 15 pax

Create your own Business Intelligence-like Report
by simply using MS Excel

SUITABLE FOR PROFESSIONALS IN

- Finance
- Human Resource
- Business Development
- Consulting
- Marketing
- Engineering
- Especially for those wanting to move up to lead future analytics and reporting

METHODOLOGY

- **Face to face** training with more than 20 hands-on exercises.
- **Discussion** and **brain-storming** sessions.
- **Pre-Learning materials:** It will be emailed to participants one week before the training date for practice and better preparation for the intensive course.
- **Post-Course work:** To reinforce learning, participants are encouraged to submit coursework within a month after the course. Participants can seek guidance for FREE during the period.
- **Small ratio class** for effective learning. Maximum number of participants is **15 pax**.

PRE-REQUISITES

Participants should be a regular user of MS Excel for at least one (1) year and familiar with navigating around the software.

LEARNING OUTCOMES

Upon completion of this program, participants should be able to compile and produce dynamic and sustainable business reports that gives insights and actionable information, which is useful for meetings and monitoring of operations.

TRAINING OBJECTIVES

This programme seeks to enable participants to:

- Build reliable models based on sustainable principles
- Technics to clean raw data and to construct data empire
- Create integrated reports with interactive commentaries
- Build impactful presentation with dynamic tables and charts
- Develop a simple Mobile App to have your data & charts at your fingertips.
- Acquire techniques on
 - how to handle errors and minimise linkage issues
 - how to split multiple data (in single cell) into different columns
 -and many more

Though the session is tailored for Finance, the workshop is open to all and lessons are industry-agnostic.

PROGRAM FEE

RM2,300/pax

Please refer to the registration form for more information.

The program fee includes training materials in hardcopy and softcopy.

+6 016 830 4005

angela@smartexcel.net

www.smartexcel.net



Bring along your own laptop (with mouse)
installed with Excel 2010, 2013, 2016 or 2019.
(Computer / laptop will not be provided.)

Course Developer | Master Trainer



Yen Siz Mee (Angela)

Course developer / Master Trainer
Certified HRDF Trainer: TTT 17452

Angela has a diverse career experience that spans from corporate consultancy to auditing and managing companies. This includes a seven-year tenure with one of the "Big 4" as a Senior Consultant. She handled feasibility studies and corporate restructuring exercises such as IPOs, reverse takeovers, privatisation and corporate debts restructuring for various industries. Later whilst with a KLSE-listed group,

Angela was responsible for preparing the budgets, projections as well as business models and simulations for potential business proposals. Her knack for preparing appropriate SOPs had also contributed additional million-ringgits in revenue.

A UK-graduate, Angela is known for her realistic, methodical and practical orientated delivery in her training programme.

Currently, she is also a business coach with Vistage, an international organisation of 23,000 members who are CEOs and business owners.

Participants' Testimonies

Renee | Business Analyst

".....It was because of the skills that I learned from the Smart Excel course, I was able to secure my current position as a Business Analyst."

Edward | Finance Department

".....Previously my summary was quite long and big.... With the functions and techniques that I learned, I can now simplify my summary even more. In fact, I can put in more new data which is useful for management in decision making.... With interactive tables and charts, it would ease our management to view different period.... "

Jaffar | Regulatory Economics & Management Division

".... It is very interesting and many unexpected technics.... I've learnt a lot and I know I can achieve more from now on.... It's a must for everyone who works with EXCEL."

Clientele



Training Overview

In our training, you will gain skills and techniques on how to building sustainable business intelligent-like report. With best practice guiding principles, you learn to create interactive business reports that speak volume by simply using MS Excel.

You know very well that your current boring stagnant business reports and your operational data reports do not get you far – it does not give you alert, highlights or much insights that you need to make the appropriate business decisions. And worse still, updating hundreds or thousands of figures for your reports takes hours, if not days, with high risk of making mistakes. As part of our training program, you also gain technique on how to construct your data empire and update your regular reports accurately at a fraction of your usual time.

During the training, you will experience hands-on practical exercises to build robust reader friendly business models that are properly structured with simple logic. The best part is the exercises and templates that are being used during the training can be applied immediately at your workplace for creating your own business analysis and operational reports.

Program

- Day 1
- Are you getting insights from your current data analysis?
 - Why should we use MS Excel?
 - What is “@Smart Excel”?
 - Golden rules of sustainable business modelling.
 - Techniques on how to clean raw data and construct functional data empire.
 - Build purposeful backstage for data summarization and manipulation.
 - Create basic interactive report with buttons by pulling the selected data from the backstage.
- Day 2
- Create integrated reports using data from different sources of information.
 - Create interactive reports with alert indicators and highlights.
 - Build graphs and charts that give insights with multiple selections.
 - Build impactful presentation with interactive commentaries.
 - How to overcome error results and linkage issues.
 - Develop a simple Mobile App to have your data & charts at your fingertips.
 - Illustration of some useful formulas and functions that are rarely being explored.

Registration

Organisation : _____
Invoice (upon request) : _____
Email : _____
Address : _____
Telephone : _____ Fax : _____

Participants' Details

Name : _____
Title : _____
Mobile Number: _____
Email : _____

Name : _____
Title : _____
Mobile Number: _____
Email : _____

Authorisation Signatory

Name : _____
Title : _____
Office No : _____
H/P No : _____
Email : _____
Signature : _____
Date : _____

Fees & Payment details

28 -29 March 2020 : RM2,300/pax

Payment methods

- Cheque made payable to SMART EXCEL
- Transfer online
Name : Smart Excel
Bank : Public Bank
Account No : 320 811 4010

- **Closing date: 11 March 2020**



The above authorised signatory is deemed as read and accepted the terms and conditions of the event stated.

Payment Terms: Full payment is required on or before the closing date of the event. Upon full payment, participant is considered successfully registered for the event, subject to seat availability. Please liaise with the trainer upon full payment for receipt and training materials.

Participant may not be accepted if payment made after the closing date.

Transfer: Transfer is allowed upon written notification.

Cancellation: Written cancellation by the participant on or before the closing date, 50% of the fee paid shall be refundable. Otherwise, it will not be refundable.

No Show: No show does not constitute transfer nor cancellation. Fee is non-refundable.

Changes: Smart Excel / The organiser reserves the right to change event date and / or venue as it deems necessary without penalty or refunds or alternative offers.

If the organiser decides to cancel this event, the fee will be fully refunded. The organiser is not responsible for covering airfare, hotel, or other travel costs incurred by the participants.

Marketing: Smart Excel may use your company's logo or business name in our website, marketing, promotional and / or advertising material as a client of our services.