MAY
29
REMOTE ONLINE

1-DAY INTENSIVE COURSE ON

MASTERING
PIVOT
TABLE

HIGHLIGHTS

Module 1: Excel Table

Module 2: Analysing Data With Pivot Table

Module 3: Manipulating The Pivottable

Module 4: Advance Pivot Table Options

Module 5: Pivot Table Calculations

Module 6: Data Visualisation In Pivot Table

Module 7: Working With External Data

HRD CORP CLAIMABLE

HRD CORP REGISTERED TRAINING PROVIDER

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INTRODUCTION

This course is for anyone who wants to learn how to use Excel pivot tables more efficiently and effectively for data analysis. Participants will also learn how to produce and automate summary reports from large blocks of data in a matter of seconds.

METHODOLOGY

This course is Instructor led, group-paced, hands-on classroom-training with activities. Manuals are provided for each participant for after-class reference.

WHO SHOULD ATTEND

Personnel who use Microsoft Excel to analyse and prepare management reports, especially Administrative, Operational and Middle Management Staff.

PREREQUISITES

To ensure your success, we recommend that you have a good basic working knowledge of Excel. Participants can obtain this level of skill through our Excel Basic and Intermediate courses.

TRAINER'S PROFILE
THERESA MORGIS
Microsoft Application Trainer

Theresa Morgis is certified Microsoft Trainer and a certified HRDF trainer. She has more than 20 years of training experience in Microsoft products.

Theresa is well versed in Microsoft Application products: MS Excel, Word, and PowerPoint (Basic to Advance Level).

Her years of experience in this field has also encouraged her to develop and customize her own training materials and she occasionally customise specific course manuals upon requests.

Theresa has conducted training for CEO's, vice presidents, directors, accountants, managers, secretaries, production operators and clerical staffs.

Her Clients include Shell Malaysia, ASTRO, Bolton Bhd, SMBC Bank, Pos Malaysia, TNB, Petronas, Honda, Ingram Micro, Maybank Bhd, Bank Simpanan Nasional, Telekom Malaysia, Nippon Oil, RHB Bank, Public Bank Bhd, CIMB, Hilton Hotel, Touch N Go, PLUS, Ansat Broadcast, Sunway University, Monash University, UNITAR, Ambank, Zuellig Pharma, HERO and more.

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COURSE OUTLINE

0900   **MODULE 1: EXCEL TABLE**
- Understanding Excel Table
- Convert Data Range to Table
- Applying different styles
- Removing Duplicates
- Activating Calculated columns
- Using slicer to filter date

MODULE 2: ANALYSING DATA WITH PIVOT TABLE
- Why PivotTable?
- Identify data types and Source
- Sumarise data with Pivot Table
- Create the PivotTable Report

1030   Break

1045   **MODULE 3: MANIPULATING THE PIVOTTABLE**
- Formatting Pivot Table
- Refreshing the Pivot Table
- Pivot Table Option Button
- Filtering Data in Pivot Table
- Changing Sorting Order
- Creating Custom Groups In Pivot Tables

MODULE 4: ADVANCE PIVOT TABLE OPTIONS
- Changing Pivot Table Options
- Using Slicer
- Filter with Slicer
- Timeline

1300   Lunch

1400   **MODULE 5: PIVOT TABLE CALCULATIONS**
- Summary Calculations
- Multiple Value Fields
- Custom Calculations
- Adding Calculated Fields
- Adding Calculated Items
- Performing Distinct Count in PivotTable
- Working on GETPIVOTDATA

MODULE 6: DATA VISUALISATION IN PIVOT TABLE
- Creating PivotChart
- Edit and Format Pivot Chart
- Connect Slicers & Timeline to Multiple Pivot Chart
- Understanding Conditional Formatting
- Apply conditional Formatting in Pivot Table

1530   Break

1545   **MODULE 7: WORKING WITH EXTERNAL DATA**
- Creating a Pivot Table Based on External Data
- Create a Pivot Table Consolidated from multiple worksheets
- Page fields in consolidation
- A single page field
- Multiple page fields

1700   End of course

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REGISTRATION FORM
Mastering Pivot Table

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001399111

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS   MEMBER OF HRD CORP?   ☐ YES   ☐ NO

COMPANY SIZE   ☐ 1-29   ☐ 30-69   ☐ 70-99   ☐ 100-149   ☐ 150-199   ☐ 200+

CONTACT PERSON

TEL   MOBILE   EMAIL

APPROVING MANAGER NAME

TEL   MOBILE   EMAIL

DELEGATE 1 FULL NAME   POSITION

TEL   MOBILE   EMAIL

DELEGATE 2 FULL NAME   POSITION

TEL   MOBILE   EMAIL

DELEGATE 3 FULL NAME   POSITION

TEL   MOBILE   EMAIL

DELEGATE 4 FULL NAME   POSITION

TEL   MOBILE   EMAIL

DELEGATE 5 FULL NAME   POSITION

TEL   MOBILE   EMAIL

COURSE FEES
The fee per person is RM700.

The full fee is required with your registration. The fee includes, softcopy of course notes and e-certificate of completion.

TERMS & CONDITIONS
1. **Registration & Fees Policy.**
   Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.
2. **Cancellation Policy**
   Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.
3. **Disclaimer & Program Changes Policy**
   Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name
TRAINMODE SDN BHD

Account number
14100015214

Bank Name
Hong Leong Bank Berhad

CONTACT US
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OUR LOCATIONS

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Utama, 47100 Puchong, Selangor

PENANG
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Taman Industri Impian Indah,
14000 Bukit Mertajam, Penang

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