Microsoft Excel for Administrative Tasks

5 Days Training Program

Secretary & Office Management

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INTRODUCTION

Excel is a highly versatile tool that can simplify data management, boost reporting capabilities, and increase overall efficiency. This course aims to provide administrative professionals with the key skills required to utilize Excel effectively in their daily responsibilities. It covers both basic and advanced Excel features, with a focus on practical applications relevant to administrative tasks. Participants will learn to create and organize spreadsheets, apply formulas and functions for data analysis, and produce insightful charts and reports. By the end of the course, attendees will be confident in using Excel to improve their administrative workflows and contribute to the success of their organization.

OBJECTIVES

- Understand the layout and functionality of Microsoft Excel.
- Master using both simple and complex formulas to carry out calculations with ease.
- Build clear and organized spreadsheets designed specifically for administrative tasks.
- Use sorting, filtering, and conditional formatting to interpret data effectively.
- Explore charts and graphs that turn raw data into visual reports for better understanding.

TARGET AUDIENCES

- Administrative Assistants.
- Office Managers.
- Executive Secretaries.
- Data Entry Professionals.
- Business Owners.
- All administrative Officers.

COURSE FEES

Kindly refer to the table below for our training fees, which vary based on the cities in which our courses are conducted

City	Fees (USD$)
Kuala Lumpur	3,530
Amsterdam	5,388
Singapore	5,375
London	5,190
Doha	4,580
Dubai	4,588
Istanbul	4,437
Bangkok	3,250
Jakarta	3,250

METHODOLOGY

- Interactive Class
- Case Studies
- Practical Exercises
- Group Discussions
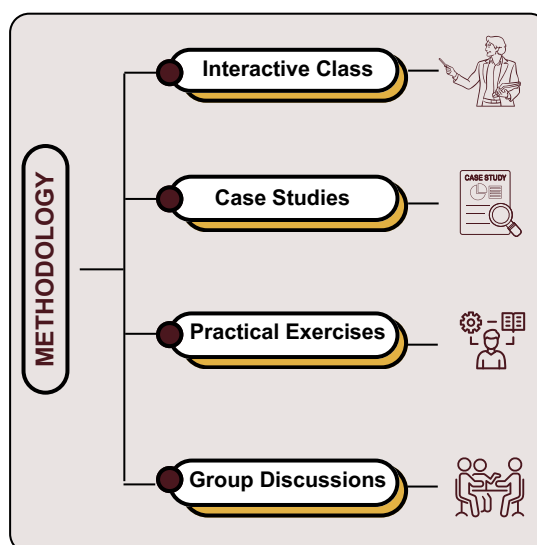
Online

USD 1,885

COURSE OUTLINES

1st Day: **Microsoft Excel Basics**

- Overview of the ribbon, toolbars, and menus.
- Steps to create new workbooks and save files correctly.
- Techniques for inputting text, numbers, and dates.
- Basic formatting techniques.
- Using basic formulas (SUM, AVERAGE).
- Relative vs. absolute references.
- Techniques for moving between worksheets efficiently.

2nd Day: **Formulas and Functions**

- Advanced functions such as COUNTIF, VLOOKUP, and IF statements.
- Identifying common errors in formulas and how to fix them.
- Using functions to generate reports.
- Setting rules for data entry to ensure accuracy.
- Highlighting important data trends visually.
- Simplifying formulas by naming ranges for easier reference.

3rd Day: **Data Management Techniques**

- Techniques for organizing data efficiently.
- Using filters to display specific information from large datasets.
- Converting ranges into tables for better management.
- Summarizing large datasets with PivotTables.
- Tools available for analyzing data trends.
- Steps for importing data from CSV or other formats into Excel.
- Techniques for exporting data into different formats (PDF, CSV).

4th Day: **Visualizing Data**

- Steps for generating various types of charts (bar, line, pie).
- Modifying titles, labels, legends, and colors for clarity.
- Adding mini-charts within cells for quick visual insights.
- Building simple dashboards using multiple charts.
- Guidelines on effective presentation of data insights.
- Setting up spreadsheets for printing (page layout settings).
- Using cloud features for real-time collaboration on spreadsheets.

5th Day: **Advanced Features**

- Introduction to macros.
- Step-by-step guide on recording basic macros in Excel.
- Visual Basic for Applications (VBA) fundamentals.
- Techniques for using Excel alongside Word and PowerPoint effectively.
- Recap of key concepts covered throughout the course.

FACILITIES

TRAINING MATERIALS:

Training materials and note pad to facilitate note-taking will be provided.

SCHEDULE:

The course is scheduled from Monday to Friday, with daily sessions running either from 9:00 AM to 1:00 PM **or** from 1:00 PM to 5:00 PM.

PAYMENT:

Individuals or companies have the option to make payments via an online link or through bank transfer.

CERTIFICATE:

Certificate of completion will be issued to those who successfully complete the program.

TRAVEL & TOURS:

Participants will have airport-to-hotel transportation arranged for them, **or** they will be compensated for the cost.

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