MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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MICROSOFT EXCEL FUNDAMENTALS

"Master the Essential Tools and Techniques of Microsoft Excel for Efficient Data Management and Analysis."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Microsoft Excel is one of the most widely used tools for data management, analysis, and reporting in professional environments. Proficiency in Excel enables individuals to organize, manipulate, and analyze data efficiently, improving decision-making and productivity.

The Microsoft Excel Fundamentals course provides participants with hands-on training to understand the essential functions, formulas, and features of Excel. Through practical exercises, participants will develop the skills required to create spreadsheets, perform calculations, generate charts, and produce accurate reports for business or professional use.

Objectives

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

- Navigate the Excel interface and understand workbook and worksheet structure.
- Enter, edit, and format data effectively for clarity and accuracy.
- Use essential formulas and functions for calculations and data analysis.
- Create and customize charts, tables, and visual representations of data.
- Apply sorting, filtering, and conditional formatting techniques.
- Manage and organize large datasets efficiently.
- Generate professional reports and summaries for decision-making.
- Develop confidence in using Excel as a productivity and analytical tool.

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Why Attend

Excel skills are essential in almost every professional setting. This course equips participants with practical, hands-on knowledge to improve productivity, accuracy, and analytical capabilities. Whether for personal skill development or workplace efficiency, this training ensures participants can confidently use Excel to manage and analyze data effectively.

Target Audience

This course is suitable for:

- Administrative and Office Professionals
- Finance, Accounting, and HR Staff
- Project Coordinators and Analysts
- Students and Early-Career Professionals
- Anyone seeking foundational skills in Microsoft Excel

Individual Benefits

- Gain proficiency in navigating and using Excel effectively.
- Learn to perform calculations, data analysis, and reporting.
- Enhance productivity through better data organization and management.
- Improve problem-solving and analytical skills using Excel tools.
- Increase professional value and efficiency in workplace tasks.
- Build confidence in creating accurate and professional spreadsheets.

Organizational Benefits

- Improve efficiency and accuracy of data management within teams.
- Enhance the quality of reports and decision-making processes.
- Reduce errors and time spent on manual calculations and analysis.
- Standardize Excel practices and improve workflow across departments.
- Build foundational skills for advanced Excel and data analytics training.
- Increase overall team productivity and data-driven decision capability.

Instructional Methodology

The course employs a hands-on, interactive approach through:

- Step-by-step demonstrations of Excel features and tools
- Practical exercises for data entry, formatting, and calculations
- Guided practice on formulas, functions, and charts
- Real-world scenarios for applying Excel to reporting and analysis
- Continuous feedback, Q&A sessions, and hands-on workshops

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Course Outline

Module 1: Introduction to Excel Interface and Workbooks

Module 2: Data Entry, Editing, and Formatting

Module 3: Basic Formulas and Functions

Module 4: Sorting, Filtering, and Data Management

Module 5: Introduction to Charts and Data Visualization

Module 6: Tables, Conditional Formatting, and Summarizing Data

Module 7: Working with Multiple Worksheets and Workbooks

Module 8: Introduction to Data Analysis Tools (Basic)

Module 9: Best Practices for Professional Reports

Module 10: Capstone Project – Creating a Complete Data Report Using Excel

Certification

Upon successful completion, participants will receive a Certificate in Microsoft Excel Fundamentals, recognizing their proficiency in using Excel for data management, analysis, and professional reporting.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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