**MICROSOFT EXCEL FOR BUSINESS (ADV)**

by Trainer:

**TS. DR. SITI NURUL MAHFUZAH MOHAMAD**

**(Microsoft Office Specialist- Master Trainer)**

[**mahfuzah@utem.edu.my**](mailto:mahfuzah@utem.edu.my)

[**https://mahfuzah.weebly.com/**](https://mahfuzah.weebly.com/)

**TRAINING SESSION PLAN**

**Title/ Unit of Competency** : Microsoft Excel for Business (Advanced)

**Target Audience** : Administrator/ Executive Member/ Professionals etc

**Number of Audience** : 10 to 20 pax

**Duration** : 2 Days

**Levels**  : Advanced

**Learning Outcomes:**

Upon completion of this course, the participants are able to:

1. Using advanced formulas and function
2. Managing data cells and range
3. Creating pivot tables and pivot charts
4. Basic Macros
5. **Introduction:**

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, Mac OS, Android and iOS. It features calculation, graphic tools, pivot tables, and a macro programming language called Visual Basic for Applications. It has been a very widely applied spreadsheet for these platforms, especially since version 5 in 1993, and it has replaced Lotus 1-2-3 as the industry standard for spreadsheets.

Microsoft Excel 2016 is the latest entry into Microsoft’s venerable Excel series of spreadsheet software, coming together with the rest of its Office 2016 productivity suite. This latest version of Excel is sleek and modernized, with all of its previously existing features and a few more that provide much greater ease of use.

1. **Training Session Planning:**

**EXCEL FOR BUSINESS SOLUTION**

**2 DAYS COURSE OUTLINE (1 TRAINER/ 1 FACILITATOR)**

**DAY 1**

**Section 1:** Formulas and Formatting

* Check Register: Entering Data and Formulas, Formatting Cells
* Income Statement Example: Formulas and Formatting
* Class Textbook List: Small Database Lists and Sorts
* Financial Projections
* Computing % Changes: Balance Sheet Example
* Putting It All Together: Create an Invoice

**Section 2:** Relative References, Charts / Graphs

* Retail Inventory: Markup Formula, Relative and Absolute References
* Stock Market Example: Min, Max, and Average Functions
* Charts and Graphs
* Making Linear Predictions Using Autofill Procedures, Line Charts
* Putting It All Together: Creating a Report to Shareholders

**Section 3:** If Function, Linking Worksheets, Lookups

* Work Schedule: If Statement, Conditional Formulas
* Work Schedule: Copying, Moving worksheets
* Payroll: columns and Rows in Linked Worksheets
* CD Store: Vlookup Formula, Looking Up Values From Another Sheet
* Templates: Interest Calculations and Cash Flow, Total Interest on Loan

**DAY 2**

**Section 4:** Pivot Tables

* PivotTable : Report builder
* View: View data by date and country
* Create Report: Pivot the Report
* Drag n Drop: Using the Drag-and-Drop function

**Section 5:** More Functions, Mortgages, Loan Calculations etc.

* PMT Function
* Mortgages, Monthly Payments, Principal and Interest
* PMT, Buying a Home You Can Afford, Gross Debt Ratio
* Loans and Leases, Protecting Worksheets, Locking Cells
* Goal Seek: Pensions and Investments, Personal Savings Plans
* Investment Decisions, Calculate Net Present Value and Risk

**Section 6:** Creating Macros, Programming /Automating Worksheets

* Programming Modules in Visual Basic, Macro Enabled Workbook
* Recording a Macro, Using Variables in Macros, Create Buttons
* Range and Cells Methods of Selecting Cells, Declaring Variables, =Now()
* Offsets and Loops in Macro Programming
* If Then Statements and Input Boxes in Macro Programming Modules
* Columns, Filters and Queries in Spreadsheets

1. **Learning Materials**

* Book/Module
* Handout
* E-book etc

1. **Conclusion**

This training is open for students, lecturers, professionals, entrepreneurs, managers, executives and administrators etc. The topics include are Creating and Managing Worksheets & Workbooks, Using Advanced Formulas, Managing Data Cells & Ranges, Tracking Changes, Outlining & Subtotalling Data, Performing Operations with Formulas and Functions, Creating Charts and Objects, Pivot Tables & Pivot Charts, What If Analysis and Basic Macros.

1. **Certificate of Completion**

Certificate of completion will be posted to the participants within three weeks after the completion of the training.