

# Manipulating Data Effectively With Microsoft Excel (Level 1 & 2)



## About us

### Who we are

The Centre for Continuing and Professional Education (CPE Centre) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE Centre is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

## About This Training

Nowadays, any managerial or analyst role requires you to work with data. Excel remains one of the most effective and easy-to-use tools for crunching data. Learning Excel in a proper, structured way can help you save time, but it also can help you become better at your job and give you time to focus on things and people that matter.



### Date and Time

27 - 28 February 2023  
Monday to Tuesday  
9 AM to 5 PM



### Training Venue

TAR UMT  
Jalan Genting Kelang, Setapak  
53300 Kuala Lumpur



### Trainer

Ms Wong Wai Ling

# COURSE CONTENTS



EXTRACT DATA INTO  
EXCEL

	Jan Sales	Feb Sales	Mar Sales	Apr Sales	May Sales	Jun
1	2,212.34	1,089.49	5,816.87	2,215.36	6,742.99	5,123.45
2	5,824.47	2,148.44	2,889.43	8,297.67	6,199.96	1,234.56
3	2,099.40	4,255.09	4,253.44	1,103.21	4,173.45	7,890.12
4	4,230.50	2,230.80	6,199.07	7,097.23	9,997.33	3,456.78
5	5,942.21	9,137.41	7,472.50	4,445.43	4,193.23	8,765.43
6	1,162.20	8,096.01	8,961.98	6,381.67	3,456.12	2,345.67
7	456.12	7,419.90	7,574.02	2,912.50	7,345.77	1,234.56
8	199.56	5,541.50	2,283.41	3,021.66	2,232.80	3,456.78
9	34.10	6,199.51	4,903.45	5,524.92	8,297.23	1,234.56
10	18.22	4,253.11	6,359.06	6,004.76	1,043.3	2,345.67
11	5.77	7,552.33	9,811.78	1,587.83	9,337.	1,234.56
12	1.56	5,021.27	3,599.20	3,382.90	6,255.	1,234.56
13	2.8	1,554.35	1,300.44	2,312.56	4,11	1,234.56
14	1.5	3,108.94	4,173.65	9,219.34	8,11	1,234.56
15	3	4,773.85	6,235.66	7,600.25	2.3	1,234.56

DATA MANAGING



ADVANCED FORMULAS

DATA CLEANSING

TABLE FORMATTING

MACRO

## Introduce our Trainer

Wong Wai Ling

Ms Wong Wai Ling started her professional career as Consultant at Arthur Andersen & Co. She has over 12 years of working experience in the areas of Business Analyst before moving into the training industry. She has experience providing analytics and research to enhance an organisation's performance management, strategic planning, system implementation and business process improvements. As a trainer, she helped participants leverage their knowledge of Microsoft Excel to increase their productivity and effectiveness in using Microsoft Excel to simplify financial reporting dashboard and analysis.



Click/Scan  
for enquiry



Contact Us



Centre for Continuing and  
Professional Education

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+601110758530 (whatsapp)

training@tarc.edu.my  
<https://www.tarc.edu.my/cpe/>

# Manipulating Data Effectively With Microsoft Excel (Level 1 & 2)

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 27 - 28 February 2023 (9.00 am - 5.00 pm)

## REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

**Fees:**  Public RM 795.00 per participant (inclusive of 6% Service Tax)  TAR UMT Student/Alumni RM 636.00 per participant (inclusive of 6% Service Tax)

**The Manager**  
TARC Education Foundation (1033820M)  
Tunku Abdul Rahman University of Management and Technology (TAR UMT)  
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

<b>1</b> Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2</b> Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
<input type="text"/>	<input type="text"/>	<input type="text"/>

(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

### Submitted by

Name :	Designation :	Department:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email :	Telephone No. :	Mobile No. :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name:	Company Registration No. :	
<input type="text"/>	<input type="text"/>	
Company Address :	Company Stamp & Signature :	Date :
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