



Centre for
Management
Technology®
into our 26th year

A 1-day intensive program on

Business Data Management with PIVOT TABLE

27 May 2009 | JW Marriott Hotel, Kuala Lumpur

FOCUSING ON

- An Overview Of Pivot Tables
- Creating Pivot Tables
- Working With Pivot Table Components
- Analysing Multidimensional Data With Pivot Table

**1 Participant
to a Computer**

COURSE PREREQUISITES:

Participants should have already a basic understanding of Excel

OVERVIEW

Pivot table is one of the most powerful features of Excel, yet few users use them in their day-to-day activities.

PivotTable reports are especially well-suited for taking large amounts of data and summarizing it into useful reports. For some, pivot tables have always been too intimidating and for others, pivot tables are still unknown. **With a little instruction and guidance, you will be able to use pivot tables to accomplish routine analysis and reporting that you have never ever thought of.**

This program will begin with basic pivot tables and progresses to advanced pivot table topics. Topics covered in this session will include drag and drop pivoting, grouping and ungrouping, calculated items and fields, pivot tables consolidated from multiple ranges, and pivot tables dynamically linked to external databases.

The class will be taught using Excel 2003 although similarities exist through Excel 2007

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at www.cmtevents.com for the most up-to-date information.

Wednesday, **27th May 2009**

- 9:00 **PIVOT TABLES: AN OVERVIEW**
- Business performance analysis & reporting tools
 - Pivot Table reports
- 10:30 Morning Coffee
- 10:45 **CREATING PIVOT TABLES**
- Understanding and accessing source data
 - Creating pivot tables
- 1:00 Lunch And Zohor
- 2:00 **WORKING WITH PIVOT TABLE COMPONENTS**
- Calculations in a pivot table
 - Working with pivot charts
- 3:30 Afternoon Tea
- 3:45 **ANALYSING MULTIDIMENSIONAL DATA WITH PIVOT TABLE**
- Automating a pivot table
 - Securing a pivot table
- 5:00 End Of Program

AFTER ATTENDING THIS COURSE, YOU WILL RETURN TO YOUR JOB...

- 1) Learning how and when to use pivot tables.
- 2) Finding out how to automate pivot tables by connecting them to external databases.
- 3) Creating basic and advanced Excel pivot tables.
- 4) Knowing how to create cross tabulations and other associated advanced features.
- 5) Customising fields in a pivot table.
- 6) Learning how to format and print your pivot table report.
- 7) Knowing how to group and perform calculations and its associated advanced options.
- 8) Performing calculations within pivot tables.
- 9) Preparing building and automating business performance dashboards.
- 10) Gaining hands-on experience on how to structure and format your tables of raw data to easily allow for data analysis using pivot tables and pivot charts.

WHO SHOULD ATTEND

This program is suitable for :

- Anyone who want to learn how to use Excel pivot tables more efficiently and effectively,
- Experienced Excel users who have already used or want to use pivot tables for data analysis
- Any Excel users and developers who want to learn how to produce and automate summary reports from large blocks of data in a matter of seconds

METHODOLOGY:

- Lectures
- Case Exercises
- Practical Computer Hands-On Applications

REGISTRATION

BUSINESS DATA MANAGEMENT
WITH PIVOT TABLES

Name	_____
Position	_____
Email	_____
Name	_____
Position	_____
Email	_____
Tel	_____
Fax	_____

Company	_____
Address	_____
City/Postcode	Country
Approving Manager's Name	_____
Position	_____
E-mail	_____

Fees: The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
Regular Fee	RM1395	RM1095 (MIN SAVINGS OF RM900)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

Cheques : Crossed & payable to
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. May 2009

TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**
 A/C No: **3 - 0903390 - 12**
 Bank: Public Bank Berhad
 Branch: Grd Floor, Menara Public Bank Jalan Ampang
 Swift Code: PBBEMYKL

TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.

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TO REGISTER

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 Tel : (603) 2162 7322
 Post to : Lot 7.03, 7th Floor, North Block, The Ampwalk,
 218 Jalan Ampang, 50450 Kuala Lumpur

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each program. This serves as evidence of your personal and professional commitment to you career.

PROGRAM TIMING

Registration: 8.30 am, Program Begins: 9.00 am,
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,
 Tea Break: 3:30 pm, Program Ends: 5.00 pm

Register online ~ www.cmtevents.com

LEARNING PARTNER

DR. LIM THOU TIN's work experience includes working in large Singapore companies to MNCs in senior corporate, IT and project management positions. As a management consultant and practitioner, he has facilitated organisational initiatives/projects over a span of more than 15 years in the region, including Australia, Singapore, Malaysia, Mauritius, India, Indonesia and Thailand. He has also served in positions such as corporate advisor, chief information officer and chief operating officer in start-up companies in Singapore. His area of involvement includes helping organisations to plan their corporate IT to building and management of their financial decision support systems, corporate knowledge and ecommerce portals. His consulting work includes working with both the financial and services industries to help them to develop corporate, financial and knowledge models to address their decision-making needs.

Dr. Lim graduated with a Bachelor of Business Administration degree from the National University of Singapore and holds double masters in Information Systems and knowledge management with further postgraduate qualifications in systems analysis, intelligent systems, marketing, management consulting and training. Dr. Lim earned his Doctor of Business Administration degree from the Southern Cross University, Australia. He is also a fellow member of American Academy of Financial Management.

Update your details at
www.cmtevents.com