



**8-9 MARCH 2010**  
JW MARRIOTT HOTEL  
KUALA LUMPUR

2-day intensive program on

# *Advanced EXCEL*

# *Spreadsheet Skills*

**1 Participant  
to a Computer**

## **FOCUSING ON:**

- Spreadsheet Concept And Structure
- Building Basic Formulas
- Creating Advanced Formulas
- Spreadsheet Calculation Techniques
- Spreadsheet Consolidation And Linking
- Charting Techniques And Presentation
- Auditing And Debugging

## **COURSE PREREQUISITES:**

*Participants should have already a basic understanding of Excel*

## INTRODUCTION

It has been said that the 95/5 rule applies in the Excel spreadsheet world. 95% of the users used only 5% of its power. Most users realised that they could further harness the power of Excel if they could have a better handle of it's structure, formulas and functions. This is much complicated by the incomprehensive jargon and procedures.

Nothing is more powerful than having clear and accurate data to make meaningful and useful decisions about your company, business units, product cycles, sales projections and operating requirements in order to forecasts your business futures. This course is directed at the businessperson who needs to use Excel in their everyday job to improve decision-making and productivity.

## METHODOLOGY

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

## Day One Monday, 8 March 2010

### 9:00 SPREADSHEET CONCEPT AND STRUCTURE

- Effective Spreadsheet Structure
- Designing Input And Output Areas
- Macro Designing And The Use Of Subroutines
- Setting up Data Test Plan

10:30 Morning Coffee

### 10:45 cont. SPREADSHEET CONCEPT AND STRUCTURE

1:00 Lunch And Zohor

### 2:00 BUILDING BASIC FORMULAS

- Understanding Formula Basics
- Controlling The Order Of Precedence
- Controlling Worksheet Calculation
- Working With Range Names And Links In Formulas

3:30 Afternoon Tea

### 3:45 CREATING ADVANCED FORMULAS

- Working With Arrays
- Applying Data Validation Rules To Cells

- Using Dialog Box Controls On A Worksheet

5:00 End Of Day 1

## Day Two Tuesday, 9 March 2010

### 9:00 SPREADSHEET CALCULATION TECHNIQUES

- Working With Excel's Functions
- Building Mega Formulas With Function Nesting
- Using Lookup Tables And The IF Functions
- Solving Circular References

10:30 Morning Coffee

### 10:45 SPREADSHEET CONSOLIDATION AND LINKING

- Linking Data Between Worksheets
- Working With Consolidate Interface
- Interfacing With Other Applications
- Working With Pivot Tables And Scenarios

1:00 Lunch And Zohor

### 2:00 CHARTING TECHNIQUES AND PRESENTATION

- Representing Data in Charts
- Plotting Data Interactively

- Controlling Graphic Objects

3:30 Afternoon Tea

### 3:45 **AUDITING AND DEBUGGING**

- Understanding Error Values
- Testing The Cell Logic
- Auditing A Worksheet

5:00 End Of Program

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

- 1) Learning **how to handle Excel's structure, formulas and functions effectively.**
- 2) Knowing **how to build a clear and accurate data.**
- 3) Establishing **a complex spreadsheet system in the area of finance and business, accounting, banking and insurance.**
- 4) Understanding **the process of spreadsheet consolidation and linking.**
- 5) Knowing **how Formulae and Functions work.**
- 6) Finding out **how to design and create forms using Excel.**

### **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.

### **WHO SHOULD ATTEND**

This course would be of great benefit to:

- Business Analysts
- Bankers
- Financial Controllers
- Others who wish to add spreadsheet design, spreadsheet security and advanced modeling to their skill sets.
- Financial Modellers
- Finance Managers
- Financial Advisers
- Accountants
- Financial Analysts
- It appeals especially to those who need to build skills and confidence in complex spreadsheet systems in the area of finance and business, accounting, banking, and insurance.

## ADVANCED EXCEL SPREADSHEET SKILLS

8-9 MARCH 2010 | KUALA LUMPUR

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## HOW TO REGISTER

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POST TO: Lot 7.03, 7th Floor, North Block,  
The Ampwalk, 218 Jalan Ampang,  
50450 Kuala Lumpur

## FEES

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

| 1 Person | Group fee per person for 3 or more*<br>(from the same company) |
|----------|--|
| RM1995   | RM1695<br>(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.

## PAYMENT

By 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 RM75 for Beneficiary's Bank charges. **Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.**

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

## CERTIFICATE OF COMPLETION

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

## COURSE TIMING

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

CMT'S 2010 KL EVENTS

- **Malaysian Corporate Tax PLanning Strategies 2010**  
18-19 January 2010 | Kuala Lumpur
- **Corporate Financial Modeling & Analysis with Excel**  
18-19 January 2010 | Kuala Lumpur
- **Financial Strategies For Managing Costs, Growing Revenues & Increasing Cash Flows**  
23-24 February 2010 | Kuala Lumpur
- **Rekabentuk Sistem Bekalan Elektrik**  
24-25 February 2010 | Kuala Lumpur

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