

# Excel: An Effective & Timesaving Technique



Centre for Pre-University Studies

## Introduction

This course will take its learners down the road to creating advanced workbooks and worksheets that will help deepen their understanding in Excel. Learn the effective ways of using Excel & save time while using it.

## What will you learn?



### Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Text Functions



### Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data



### Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting



### Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

## Content

- WORKING WITH FUNCTION
- WORKING WITH LISTS
- ANALYSING DATA
- VISUALISING DATA WITH CHARTS

## Duration

7 hours

## Who Should Join?

- Ph.D, Masters and Undergraduate Students in MAHSA University using Excel for Thesis, Dissertation or Statistics Module
- Investors and Professionals with keen interests in sharpening their Excel skills
- Anyone seeking to boost their knowledge in Excel

## Certification

Certificate of Completion by MAHSA University

## Fee

MAHSA Students  
**RM 280**

Public Participants  
**RM 350**

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