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# ESSENTIAL EXCEL SKILLS FOR ACCOUNTANTS

**NO SST**

Training Fees : MYR750.00 (No SST)

Date : September 17<sup>th</sup>, 2019 (Tuesday)

Venue : **Avenue Business Centre,  
Block E111 Phileo Damansara 1**



**SW PROJECT CONSULTING  
SDN BHD** (1001320-A)

Course Leader:

**Stanley Wong Kah Leong**



## DATA PREPARATION AND VISUALIZATION

This course is designed for accounting professionals that are using MS Excel as their spreadsheet tool to develop reports and calculation for operation purpose. The objective is to bring awareness of more MS Excel PivotTable features that can enhance the operation analytical quality. This course focuses to illustrate the building of an accounting dashboard based on data extraction

STANLEY WONG is a Project Management Professional (PMP) and a HRDF certified trainer. He holds MSc in IT degree specializing in project management. He is a Chartered Accountant and a member of MIA. He has 25 years of working experience in system implementation project management, specializing in financial management application. In addition, he is involved in providing training and advisory in relation to business mind mapping as a ThinkBuzan License Instructor accredited by Tony Buzan.



### Who Should Attend:

- Anyone who wants to know more about Excel Pivot Table
- Anyone who needs PivotTable to check data accuracy
- Operation professionals who are managing their reports in MS Excel and plan to perform pivot reporting in tabular form



### Learning Outcomes:

At the end of this program, the participants shall gain knowledge on the following:

- Able to use MS Excel PivotTable with confidence
- Able to manage data by using useful table management functions and charts
- Build an accounting dashboard using common tools

### Duration:

- 1.0 day
- Basic Excel skill is required

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- ◆ SST Training
- ◆ Essential Excel Skills for Accountants
- ◆ Mind Mapping at Work Place
- ◆ Project Management
- ◆ Forensic Investigation and Fraud Detection
- ◆ Chinese Metaphysics



### Methodology:

- Tutorial by Facilitator using presentation tools
- Series of exercises to practice different types of functions and features
- Group Discussion



### Requirements:

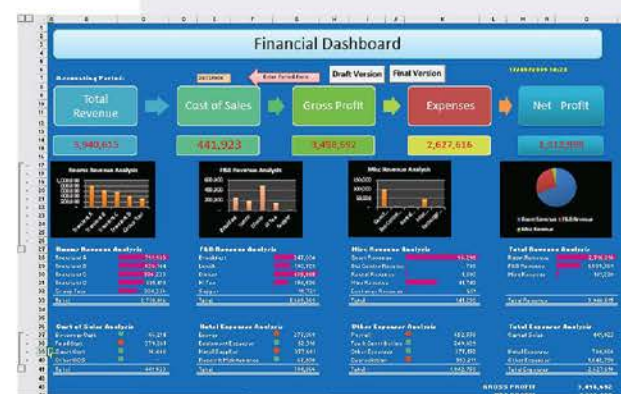
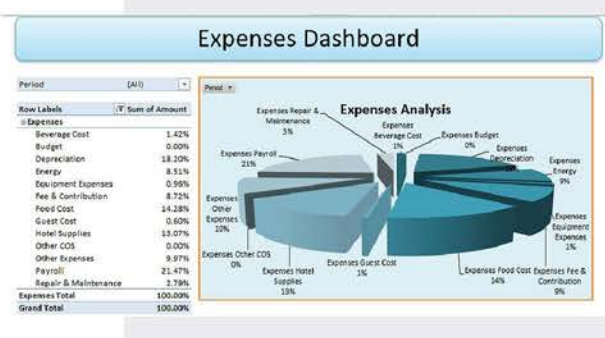
- Delegates enroll for this course shall possess MS Excel skill
- The course can be performed in either Excel 2016 or Office 365 Excel Application on Laptop



### Syllabus:

Morning - Session 1	Afternoon - Session 1
<b>Data Preparation and Table Management</b>	<b>Introduction to Chart and Pivot Chart</b>
<ul style="list-style-type: none"> <li>• Data extraction from audit file in accounting software</li> <li>• Convert raw data and align into a meaning mini - database</li> <li>• Create customized columns by Excel formulas and functions</li> </ul>	<ul style="list-style-type: none"> <li>• Build the ordinary Excel chart</li> <li>• Introduction to Pivot Chart Menu</li> <li>• Create Pivot Chart and Pivot Table</li> </ul>

Morning - Session 2	Afternoon - Session 2
<b>Introduction to Pivot Table and Chart</b>	<b>Introduction to Financial Dashboard</b>
<ul style="list-style-type: none"> <li>• Introduction to Pivot Table Menu</li> <li>• Convert table into a pivot table</li> <li>• Build reports from pivot table</li> <li>• Analyzing the reports with filter, grouping and sorting of a pivot table</li> <li>• Add formula in Pivot Table</li> </ul>	<ul style="list-style-type: none"> <li>• Build a simple dashboard</li> <li>• Data validation, parameter and shapes</li> <li>• Formulas and Functions for the dashboard</li> <li>• Worksheet and Workbook Protection</li> </ul>



**ThinkBuzan**  
 License Instructor  
 Certified Professional Trainer  
 HRDF Malaysia Training Provider (No.4847)



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## Training Registration Form



**Please complete this form and send to e-mail address below for training registration. The administrator will liaise with you to confirm the training details and payment options.**

### SW Project Consulting Sdn Bhd

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 • 46350 Petaling Jaya • Website: [www.swpc.com.my](http://www.swpc.com.my)  
 • For Attention: Stanley Wong  
 • Email: [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my)

### Essential Excel Skills for Accountants

**Web:** [www.swpc.com.my](http://www.swpc.com.my)  
[www.swprojectconsulting.com.my](http://www.swprojectconsulting.com.my)

**Payment Options:**  
 Cheque; Online and Giro Transfer

Training Type  
 Course name  
 Course Code  
 Target Date  
 Venue  
 Price

<b>Public Training</b>	
<b>Essential Excel Skills for Accountants</b>	
<b>EXL190917SWP   EXL190927SWP</b>	
<input type="checkbox"/> Sept 17 <sup>th</sup> , 2019 (Tuesday)	<input type="checkbox"/> Sept 27 <sup>th</sup> , 2019 (Friday)
Avenue Business Centre, Phileo Damansara 1	
MYR750 per delegate (Training manual, lunch and certificate of attendance)	



### Delegate's Particulars

Name  
 Job Title  
 Organization Name  
 Organization Address

City:	State:	Post Code:
Phone:	Fax:	Email:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Contact Details

Organization Web Site:

Contribution to HRDF:

HRDF SBL Scheme Claim:

### **HRDF:**

Please scan this public training registration form to [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my). SW Project Consulting Sdn Bhd is a HRDF registered training provider (4847). This training program is eligible for HRDF-SBL.

\_\_\_\_\_  
 Name and Date

\_\_\_\_\_  
 Signature and Company Stamp

### **Terms and Conditions:**

- SW Project Consulting Sdn Bhd reserves the right to change the training date and venue based on the required number of quorum with notice given in advance. Kindly make full payment via online.
- Any cancellation or payment made before the event is not refundable. Substitute delegate is allowable.
- Please transfer the payment to Maybank 514196636249 and provide proof of payment.