

2-Day Practical Workshop on:

DATABASE MANAGEMENT WITH MICROSOFT EXCEL

BND 1,499
ONLY!
Register before 6th May 2014



20 - 21 May 2014
The Rizqun International Hotel

Participants in this course will learn how to manage a database in Microsoft Excel. Among other things, they will learn the techniques and tools to analyse and create summaries for their data.

This in-depth two-day course introduces Microsoft Excel users to the database features of the software application. Participants will learn how to manage data in lists, filter and query data, use outlines on worksheets, lookup and database functions. Participants will also learn how to create and work with PivotTables, use data tables to make projections, audit formulas and data, protect contents of a database and import and export data, and many more Excel features.

Programme Objectives:

What You Will Cover:

- Manage data in lists.
- Filter and query data.
- Use data outlines on worksheets.
- Use lookup and database functions.
- Use PivotTables to display and chart data.
- Use data tables & scenarios to make projections.
- Analyze data and audit worksheets.
- Work with Macros to automate database functions.
- Protect data for worksheets and workbooks.
- Import and export information and documents.

WHAT'S INCLUDED?

- Instruction by an expert facilitator
- Specialized manual & course materials
- Practice sessions after each module
- Small interactive classes

Important Note: As this is a hands-on workshop, participants are requested to bring along a Laptop or Notebook computer with Microsoft Office 2007 or 2010 installed.

ORGANIZED BY

KCOM MANAGEMENT
Your Training Partner
SDN BHD (703296-K)

KCOM MANAGEMENT IS REGISTERED WITH



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Ministry of Finance
Malaysia



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COURSE OUTLINE

Day One

Working with Data in Lists

- Understanding Data Lists
- Sorting Data
- Creating and Removing Subtotals
- Working with Data Forms
 - Accessing the Data Form
 - Entering Data into the Data Form
 - Moving Through Records in the Data Form
 - Editing and Querying Data in the Data Form
- Using Data Validation
 - Restricting Cells to Numbers, Dates, or Times
 - Restricting Cells to a List of Values
 - Displaying an Input Message
 - Displaying an Error Alert

Filtering and Querying Data

- Filtering Data
 - Using AutoFilter and Removing AutoFilter
 - Working with Filtered Data
 - Using AutoFilter with Top 10
 - Creating a Custom AutoFilter
 - Filtering with a Single Comparison Criterion
 - Filtering with Two Comparison Criteria
- Working with the Advance Filter
 - Setting Up the Criteria Range
 - Examples of Criteria Ranges
 - Filtering Data with the Advance Filter
 - Displaying All Data
- Performing Web Queries

Using Outlines

- Creating an Outline
- Hiding and Displaying Outline Levels
- Hiding and Displaying Outline Symbols

Using Lookup and Database Functions

- Looking Up Values in a Table
- Working with Database Functions
 - Counting the Occurrences of a Value
 - Finding the Sum of Specific Records
 - Finding the Average of Specific Records

Auditing Worksheets

- Finding Referenced Cells
- Finding Formulas that Refer to a Cell
- Auditing Formulas

Day Two

Working with PivotTables

- Creating PivotTables
- Editing PivotTables
 - Updating Information in a PivotTable
 - Adding Fields to a PivotTable
 - Removing Fields from a PivotTable
 - Changing the Layout of a PivotTable
 - Selecting PivotTable Data
- Modifying PivotTables
 - Grouping PivotTable Data
 - Hiding and Showing Source Details
 - Understanding Calculated Fields
 - Adding Page Fields
 - Displaying a Specific Page
 - Displaying Fields on Separate Sheets
- Creating Pivot Charts
- Creating Interactive PivotTables for the Web

Making Projections about Data

- Solving What-If Problems
 - Using Data Tables
 - Working with One-Input Data
 - Working with Two-Input Data
- Creating and Managing Scenarios
 - Creating Scenarios
 - Displaying Scenarios
 - Editing and Deleting a Scenario
 - Creating a Summary Results Scenario

Analyzing Data

- Working with the Goal Seek Feature
- Working with Solver

Working with Macros

- Working with Macros
 - Recording, Run and Assigning Macros
- Managing Macros
 - Editing, Renaming, and Deleting Macros

Importing and Exporting Information

- Importing and Exporting Data
 - Import Data from Other Applications
 - Importing Text Files
 - Importing a Table from an HTML File
- Exporting Workbooks
 - Pasting Data from Other Programs



DATABASE MANAGEMENT WITH MICROSOFT EXCEL

DATE: 20 - 21 MAY 2014

VENUE: THE RIZQUN INTERNATIONAL HOTEL

4 ways to register or enquire

Contact us via:

- 1 Tel : (60) 3 9102 1021 ext 13
- 2 Fax : (60) 3 9102 1022
- 3 Email : inquiry@kcom.net.my
- 4 Web : www.kcom.net.my

Fax to : +603 9102 1022

Please register the following delegate(s) for the event (Please photocopy for more delegates)			
	Delegate 1	Delegate 2	Delegate 3
Name (Dr / Mr / Mrs / Ms)			
Job Title			
Email Address			
Mobile			
Approving Manager			
Name	Job Title	Direct Line	Email
Registration Contact			
Name	Job Title	Direct Line	Email
Billing Information			
Full Company Name			Nature of Business
Billing Address			
Signature & Company Stamp			
EDM_KC			

Important Note

Upon sending in this registration page, it is understood that you agreed upon the following terms of service. KCOM Management Sdn Bhd reserves the right to change the content, the speaker, the time and/or the venue for the program due to unforeseen circumstances. KCOM Management Sdn Bhd will also not be held responsible should the program be delayed or cancelled due to unforeseen circumstances.

Cancellations & Replacements

Upon registering, delegate(s) are considered successfully enrolled in the program. Should the delegate(s) decide to cancel their enrolment, a cancellation fee will be levied.

Cancellations 14 days or greater prior to start of the program will be subjected to 50% cancellation fee. Cancellations received less than 14 days to the program is subject to no refund.

Cancellations must be submitted in writing. 'No shows' during program days are not considered cancellations, payment will not be refunded. 'No show' individuals will be sent a copy of the program's proceedings. Please note that substitutes are always welcome.

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Please send me the brochures for the following conferences and workshops as ticked below

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| <input type="checkbox"/> Effective Planning, Organizing and Self-Management | <input type="checkbox"/> Administrative Skills |
| <input type="checkbox"/> Write, Communicate and Present | <input type="checkbox"/> Presentation Skills |
| <input type="checkbox"/> Interviewing Skills | <input type="checkbox"/> Hiring for Success |
| <input type="checkbox"/> Problem Solving & Decision Making | <input type="checkbox"/> Supervisory Skills |

Course Fees

Please tick/fill-in any of the corresponding boxes below to select your choice of participation:

- | | | | |
|--------------------------|-------------------------|----------------|---------------------------------------|
| <input type="checkbox"/> | 3 participants or more* | BND 1,399.00 x | <input type="checkbox"/> delegate (s) |
| <input type="checkbox"/> | Early Bird Price* | BND 1,499.00 x | <input type="checkbox"/> delegate (s) |
| <input type="checkbox"/> | Normal Price | BND 1,599.00 x | <input type="checkbox"/> delegate (s) |

Send 3 participants or more at BND 1,399 each

- * validity is until 6th May 2014.
- * early bird price is only valid if payment is received before or on the program date(s).

Payment Method

Crossed Cheque / Bank Draft to be made in favor of:-

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Megan Phoenix, 56100 Cheras,
Kuala Lumpur, Malaysia

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