

YOU ARE INVITED TO PARTICIPATE OUR

CSR Upskilling Programs 2024

PROGRAM TOPIC : MS EXCEL (ADVANCE) IN WORKPLACE

Training Date : 05 JULY 2024

Training Time : 04:00 pm - 05:30 pm (GMT+8)

Training Address: <https://meet.google.com/fhu-exrq-ywz>

Contact us at hr@hcgmconsultant.org or +6 (010) 653-2298 / +603 3250 1963

Registration due date : 3 Days before the program

Registration link : <https://www.hcmgconsulting.org/projects-3>

**90 MINS****VIRTUAL TRAININGS****ADVANCE****CERTIFICATE
OF COMPLETE****LIFETIME FOC**

Module 1 : Basic Excel Functions

Module 2 : Functions , Pivot Table , Charts

Module 3 : Vlookup / Hlookup

Module 4 : Data Analysis Tools , Excel Macros and VBA

Training outcomes:

1. Learn how to enter data and create a chart or graph from the entered data.
2. Learn formulas & Functions in excel to calculate and process data more accurately without having to do calculations manually.
3. Learn the technique of using Layout settings in excel and how to print Excel so that a beautiful and professional report can be produced.

PRESENTED BY :

**HUMAN CAPITAL MANAGEMENT & CONSULTING
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