

# DATA DYNAMICS WITH MS EXCEL:

## MASTERING DATA & DECISION MAKING



al barakah  
Training Solution



### VENUE



A 5-Star Luxury Hotel

Le Méridien Hotel, Petaling Jaya

*\*Including Morning Coffee, Excellent Lunch & Afternoon Coffee*

### DATE & TIME

7 & 8 May 2024 | 9AM - 5PM

### REGISTER



**MR. NIK KHAIDIR**

MS EXCEL SPECIALIST



*As an accredited Microsoft Office Specialist certified in Excel, he bring over 9 years of distinguished experience in both training and hands-on project development across a diverse array of sectors in Malaysia, including Corporate and Government agencies. His expertise embodies a commitment to excellence, offering sophisticated, real-world solutions that transcend traditional approaches, driving performance and innovation.*

**Early Bird**  
**RM 1,607/Pax**

*\*Before 31 Mar 2024*

5Pax+  
RM 1,701  
(-10%)

3Pax+  
RM 1,796  
(-5%)

Normal  
RM 1,890

# Course Introduction

Elevate your MS Office proficiency with our Intermediate and Advanced Training, designed specifically to address the critical need for enhanced Excel skills among employees. This comprehensive course not only hones your ability to efficiently manage and analyze data but also tackles common challenges such as time-consuming tasks and error-prone formula handling. By mastering advanced Excel functionalities, participants will unlock new levels of performance efficiency, significantly reducing errors and saving valuable time. Prepare to transform your data management skills and elevate your professional performance through expert-guided, hands-on learning experiences.



## Learning Outcome

- Create automated reports using nested IF formulas
- Perform data lookup using VLOOKUP, HLOOKUP, and INDEX & MATCH formulas.
- Consolidate data from multiple sheets and sources
- Compare and merge workbooks effectively for team collaboration and data integration.
- Perform What-if Analysis and use Solver for fast and efficient data analysis.
- Develop a data search engine system in Excel
- Apply advanced conditional formatting techniques
- Utilize data forecasting techniques for future trend analysis.
- Fix data-related issues using text functions
- Employ Excel's database functions for efficient data analysis.

## Who Should Attend

This Excel course is aimed at professionals in different areas of practice who are looking at improving their data management and analysis skills using Excel.

## Course Content

- Module 1: Automated Report
- Module 2: Data Lookup
- Module 3: Consolidation, 3D Reference, and Get Data
- Module 4: Compare & Merge Workbooks
- Module 5: PivotTable
- Module 6: 2-Way Lookup
- Module 7: What-if Analysis & Solver
- Module 8: Search Engine
- Module 9: Get Latest Data
- Module 10: Adv. Cond. Formatting Using Formula
- Module 11: Data Forecasting Technique
- Module 12: Fixing Data Using Text Functions
- Module 13: Time & Date Functions
- Module 14: Database Functions

*\*The course will include hands-on exercises, real-world examples, and practical case studies to reinforce learning.*



+6017-328-4947 | [sales@al-barakah.com.my](mailto:sales@al-barakah.com.my)

# Nik Khaidir's Profile



Emerges as a distinguished Microsoft Office Specialist in Excel, with a foundation built on over seven years of targeted training and an expansive eight-year career in engineering. His professional journey is adorned with the development of Smart Data Systems that have transformed the efficiency and productivity landscapes for a myriad of sectors within Malaysia, engaging deeply with both Corporate entities and Government agencies.



Nik's profound command over Excel is matched by his adeptness in solving complex problems and optimizing digital workflows, integrating cutting-edge cloud technologies to offer unparalleled service. This exceptional blend of technical prowess, visionary outlook, and hands-on project development positions him as an invaluable asset for organizations poised at the forefront of data management innovation.

His dedication to excellence and continuous learning has made him not just a trainer but a mentor, inspiring a new generation of professionals to harness the power of Excel in navigating the challenges of the digital era. Nik's workshops are not mere training sessions; they are transformative experiences that equip participants with the tools, strategies, and insights to excel in their respective fields, making him the ideal leader for any team looking to elevate their data handling capabilities to new heights.

## Certification

**Bachelor's Degree in Electrical Engineering** 2003 - 2007  
*UiTM, Shah Alam*

**Microsoft Office Specialist (MOS) - Excel** 2016  
*Johor Bahru, Johor, Malaysia*

**Certified HRDC TTT** 2022  
*Johor Bahru, Johor, Malaysia*

## Course Content

- Among clients are Ministry of Education (MOE), Agriculture Department Malaysia, Ministry of Communication and Multimedia Malaysia, Ministry of Higher Education, Rural Capital Berhad (an agency under Mara), Construction Industry Development Board (CIDB) Malaysia, and many more.
- Consulted and assisted employees from government and private sectors in applying Smart Data System using Excel for their own work's data.

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# Participant's Review



Aaron Lee

“ I had an exceptional experience at Al Barakah's Excel Training, led by a knowledgeable and engaging trainer. The well-organized event and effective teaching style made learning formulas easy, immediately boosting my work efficiency. I highly recommend it for anyone looking to improve their Excel skills. Thanks to Al Barakah for the valuable learning experience!

Siti Hajar



I would highly recommend this Excel training to anyone looking to either begin their journey in data management or to enhance their existing skills. The skills I've acquired have been immediately applicable in my work, transforming the way I analyze and present data. A heartfelt thank you to Al Barakah Training Solution and the instructor for a truly invaluable learning experience."

## Use Case of MS Excel Intermediate Advance

1. **Financial Analysis:** Building complex financial models for forecasting, budgeting, and valuation.
2. **Operational Efficiency:** Automating repetitive tasks with macros to save time and reduce errors.
3. **Data Analysis:** Utilizing PivotTables, charts, and conditional formatting to analyze and visualize data.
4. **Inventory Management:** Tracking stock levels, orders, and deliveries to optimize inventory control.
5. **Reporting:** Generating detailed reports for business performance, sales metrics, and project statuses.
6. **Project Management:** Planning and monitoring project timelines, resources, and milestones.
7. **HR Management:** Managing employee information, payroll calculations, and leave balances.
8. **Marketing Analysis:** Analyzing market research data, customer feedback, and campaign performance.
9. **Educational Tools:** Creating educational materials and quizzes for training purposes.
10. **Customer Relationship Management:** Maintaining databases of customer information for sales and marketing strategies.

REGISTER



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