



ADMINISTRATIVE SUPPORT REPORTING AND ANALYSIS SKILLS USING MICROSOFT EXCEL

In this 2-day session, you will learn:

- Introduction to the formatting of data to ensure validity is exposed as results are often inaccurate without the user realising the inaccuracy of data captured and recorded.
- The need to create a table, database and filter is exposed at an early stage. The benefits of applying slicers to summarise data based on specific needs is highlighted.
- How Excel handles date, time and its limitations in performing calculations.
- The creation of ageing reports with dates and tracking end dates are explained.
- To perform logical tests as a comparative analysis with single and multi- conditions and benefits of it.
- To summarise data using Pivot Table and Pivot Charts using Slicers and Timeline.
- The comparison of performance on a month-to-month basis.



Palani Murugappan

Palani Murugappan is a certified trainer by HRD Corp in Malaysia. He shares his 20 years of knowledge and experience in the field of data management with participants. His speciality is in helping participants and companies grow their business purely by analysing raw data, extracting useful and meaningful information from it, and presenting the findings in a visually creative manner via infographics - all using existing tools such as Microsoft Excel. His clients include multinational companies in Malaysia and Singapore, and he has also travelled to Oman for training. Palani holds an MBA degree majoring in Electronic Commerce from Charles Sturt University in Australia.



**Author of 51 books
on Software Applications**

**CONDUCTED ONLINE OR
PHYSICAL**



WHO SHOULD ATTEND?

Anyone involved in the administrative support of various departments needs to have the technical knowledge to effectively complete work, automate reports, filter data, track payment details, date and time-based operations, and process databases and will benefit from the program.

COURSE OUTLINE

1. VALIDATING ACCURACY OF DATA CAPTURED

- Relevance of formatting data in many aspects i.e. IC No, Employee No, etc.
- Cleaning up text data
- Splitting of text data into separate columns
- Combining text data from multiple cells into a single cell with a defined separator
- Comparing if contents of one cell is identical to another (case sensitive and insensitive)
- Replacing, adding, and removing characters within cells, as compared to Find and Replace

2. INTRODUCTION TO DATA ANALYSIS AND LOGICAL TESTS

- Benefits of Data Analysis and relevance of it
- What to seek for in areas of Data Analysis
- Comparison of results with blank and non-blank cells
- Analysis with conditions and interpreting results
- Handling blank cells when performing Data Analysis
- Performing logical tests with single and multiple conditions
- What to look for when performing logical tests

3. HANDLING DATE AND TIME CALCULATIONS

- How Excel treats Dates as numbers and their relevance
- Performing various Date calculations
- Calculating a person's age from their IC number in years, months, and days
- Determining the number of actual days worked, and ending date of a task
- Performing ageing reports
- Various Time calculations and formatting output as 12- and 24-hour format

4. FILTERING OF DATA

- Using Filters with single and multiple conditions
- Sorting of filtered data based on highlighted colour
- Using Wildcards within Filters
- Tabulating results using Filter
- Handling hidden rows within Filters
- Using the Reapply rule within Filter
- Benefits of Advanced Filter option
- Comparison of Filtered results against Excel's functions

5. FILTERING OF DATA

- Why use Tables and benefits of it
- Adding records into Tables
- Tabulating results using Table
- Summarising results with Slicers

6. SUMMARISING DATA USING PIVOT TABLE AND PIVOT CHARTS

- Applying the Pivot table for a summary of data
- Understanding the Pivot table field lists and changing the layout
- Sorting of data within Pivot Table
- Formatting of numbers within Pivot Table
- Showing values based on the concept of Difference From and Previous option
- Incorporating the Pivot Chart
- Adding Slicers and Timeline to Pivot Table for seeking highly specific information