Microsoft Excel Masterclass

15 January and 22 January 2020, at Crowne Plaza Hotel
(2 days training course)

Some people may think Excel is just a software from Microsoft Office, which everybody is able to search for tutorials on Google or on YouTube. But do you know how much time will you spend for searching a good Video?

Sometimes you feel that you could use Excel quite well, but how much time do you actually spend on one task?

During this 2 days training course, you will learn about the functions that you may have not heard about before, such as "Data Validation", "Flash Fill" or "Conditional Formatting". Some of you may don't have any idea of looking for them in Google, even though they can be very useful!

This training course will not show you the 450+ functions in Excel but the most important and most used tools, which will help you to unlock Excel full potential, update you on the recent enhancements of Microsoft Excel, and train you on how to use those functionalities to make your daily work more efficient.

Who should participate in this course ?

- Entrepreneurs
- Bankers
- Accountants
- Researchers
- HR managers
- And other regular Excel users

Agenda

Day 1 (15 January 2020)

Setting up data
- Overview of Excel - shortcuts (which ones?) - The quick access toolbar
- How to write a formula and spot errors easily with " Cell referencing"
  - Relative
  - Absolute
  - Mixed refs
  - Naming Range
- Text Clean up: Dealing with duplicates, text functions and/or " Flash fill"
- Basic Function and operators

Exploring Data
- Conditional Formatting
  - Dynamic Bar chart in a cell
  - Conditions found in RED
- What's an Excel table? And what's useful for? What are the benefits?
- Filter and sort Data
- Arranging and printing Data

Day 2 (22 January 2020)

Advanced Tools and functions
- How to avoid entering invalid data with "Data Validation"
  - Set up Drop down Lists
  - Circle invalid data
- Lookup functions
- Logic Functions:
  - If, Nested If, Choose, Ifs, AND, OR...
  - Circle invalid data

Analysing and Charting Data
- Statistic Functions:
  - Countif, Countifs, Sumif, Sumifs, AverageIf...
- Pivot tables and slicers
- Pivot charts
- Dashboards concepts

Training fee:

Member:	**USD 221**
Non-member	**USD 276**

Trainer:

The training will be conducted by Mr. Siou VONGKORAD, Microsoft Certified since 1999. Mr. Siou is the founder of BMIT, a consulting and training firm, focused on the use of Microsoft Excel, MS office and similar softwares.

His company "BMIT Laos" is driving both Facebook pages on Excel in Laos which has more than 19,000 followers and the Excel Users in Laos (closed group with 5,000+ people)

For more information and registration please contact:

- European Chamber of Commerce and Industry in Lao PDR (ECCIL EuroCham Laos)
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Remarks:

- Participants are required to bring their own laptop.(in case participants cannot bring their own laptop please kindly inform us 3 days before the training starts)

- After registration, participants have to pay the full amount of the training fees at least 3 days before the training starts.

- In case of cancellation, the participants should inform us by writing us on email before the training day.

- Participants who misses or cannot attend the training without any notice, the full amount of the training's fee will be charged.

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