



INFUNITY
LEARNING

DATA ANALYSIS

IN EXCEL

Program No : 1000145699

OBJECTIVES

- Understand the role of Excel in data analysis and decision-making.
- Use built-in Excel functions (e.g., SUM, AVERAGE, IF, VLOOKUP, COUNTIF) to perform basic data analysis.
- Apply sorting and filtering techniques to organize and explore data.
- Create and customize PivotTables and PivotCharts for summarizing large datasets.
- Use conditional formatting to highlight key data trends and values.
- Visualize data using appropriate chart types for better interpretation.
- Clean and prepare data using tools such as Text to Columns, Remove Duplicates, and Flash Fill.
- Perform basic data validation and error checking to ensure accuracy.



INVESTMENT

RM750/pax

Early birds (3weeks prior) :

RM550/pax

Venue

Online

Date & Time

To be confirmed
09.00 AM – 5.00 PM

 infunitygroup.com

CONTACT NOW

Hana Hakimi
016 – 541 5759





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COURSE OUTLINE

Day 1

Lesson 1: Database Management

- Overview of Database
- Using Excel Tables
- Filtering & Sorting Data
- Use Slicers
- Database Functions

Lesson 2: Cross Referencing Data

- Link Data
- Formula Link
- Copy Command Link
- Name Range Link
- Manipulating Name Range
- Manipulating Chart
- Data Validation

Lesson 3: Formulas & Functions

- Lookup References
- If Function
- Math If Functions
- Other simple functions

Day 2

Lesson 4: Macro

- Overview of Macro
- Creating Macro
- Add Button & Run Macro

Lesson 5: Pivot Table

- Overview of Pivot Table
- Creating Pivot Table
- Manipulating Pivot Table
- Pivot Chart
- Managing Charts

Lesson 6 : Data Cleansing

- Get Rid of Extra Spaces
- Select and Treat All Blank Cells
- Convert Numbers Stored as Text into Numbers
- Remove Duplicates
- Change Text to Lower/Upper/Proper Case
- Parse Data Using Text to Column
- Use Find and Replace to Clean Data in Excel



SUHAILA MOHAMMAD

Suhaila Mohammad is a seasoned IT application training specialist with over 25 years of experience, having trained clients across Malaysia, Brunei, and Singapore. She's known for her engaging, hands-on training style and ability to simplify complex topics for all learners.

With a business background, Suhaila connects IT tools to real work scenarios, making learning practical and relevant. She has designed her own courses like Dashboard Reporting with Excel, Infographics Like A Pro!, and The Office Manager, serving clients such as BP Petronas, Bank Negara, DHL, and various government agencies.

Beyond IT, she also conducts soft skills training including Presentation Skills and Train the Trainer, believing in continuous learning and sharing knowledge to build human capital.



DATA ANALYSIS IN EXCEL TO BE CONFIRMED ONLINE

BILLING DETAIL:

Organization:		Contact Person:	
Office No:		Designation:	
Address:		Email:	
		Mobile No:	

ATTENDEES DETAIL:

NO	NAME OF ATTENDEES	IC NO	DESIGNATION	EMAIL	MOBILE NO	LEARNITY ID
1						
2						
3						
4						
5						

METHOD OF PAYMENT

- ☐ HRDC LEVY
- ☐ LOCAL ORDER/ PURCHASE ORDER
- ☐ ONLINE PAYMENT

Payable to “INFUNITY LEARNING (MBB: 5510 8935 1619)

*Please email slip to infunitylearning@gmail.com

**SCAN ME TO
REGISTER**



TERMS AND CONDITIONS:

Fill in the registration form by scanning the QR Code or fill in this registration form and send it to our team via email or WhatsApp below:

Email: infunitylearning@gmail.com

WhatsApp: +6016-541 5759

Please notify the Course Organiser 5 days in advance if you intend to send a replacement.

If the organization or individual plans to send a replacement attendee in his or her place, please inform Course Organiser five days before the event.

If an organization or individual fails to inform the Course Organiser of his or her inability to attend the course within fourteen (14) days before the course date, no refunds will be provided, regardless of whether full or partial payment has been made.

Hana | | 016-541 5759 | 012-2955759

INFUNITY LEARNING
Jalan Sialang, Tangkak, Johor