GS1 MALAYSIA MEMBER CAPACITY BUILDING INITIATIVE

JOINTLY ORGANISED BY

Organised by FMM INSTITUTE EASTERN
(475427-w)
Centre For Professional Development

GS1® Malaysia

MICROSOFT EXCEL- INTERMEDIATE LEVEL

DATE : DECEMBER 3-4, 2025 | WEDNESDAY- THURSDAY
TIME : 9.00AM - 5.00PM
VENUE : ONLINE VIA ZOOM

familiarizing yourself with Excel is highly valuable for improving employability and showcasing analytical skills. Excel's collaborative features allow seamless data sharing and editing, making it useful for individuals and businesses. While it may seem challenging at first, mastering the basics can simplify tasks, enhance job prospects, and help with everyday data analysis, such as managing personal finances.

SPEAKER:
MR RAHUL THOMAS

FREE FOR ALL GS1 MEMBERS

As per terms and conditions

ACTUAL TRAIING FEE= RM1,350/PAX

LIMITED SEATS AVAILABLE!
(FIRST COME FIRST SERVE BASIS)

KEY BENEFITS OF GS1 MALAYSIA - FMM INSTITUTE:

- Give participant a systematic understanding of a spreadsheet and its benefits.
- Provide participant with essential skills of effectively utilizing spreadsheet software in a day-to-day business environment.
- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create simple to complex formulas and functions.

COURSE OUTLINE:

- MODULE 1: Getting Started with Microsoft Office Excel
- MODULE 2: Performing Calculations
- MODULE 3: Modifying a Worksheet
- MODULE 4: Formatting a Worksheet
- MODULE 5: Printing/ Managing Workbooks
- MODULE 6: Working with Functions
- MODULE 7: Working with Lists
- MODULE 8: Analysing Data
- MODULE 9: Visualizing Data with Charts
- MODULE 10: Analysing Data with Pivot Tables & Pivot Charts

TARGET GROUP:

This program is specifically designed for individuals aim to enhance their interpersonal skills, professional image, and career prospects through improved business etiquette and grooming.

XLS

For more information, please contact:
Ms. Wan Hui | Ms Norelysya
Tel:09-560 6554/ 5244 | Email: wanhui@fmm.org.my/ fmmeastern@fmm.org.my
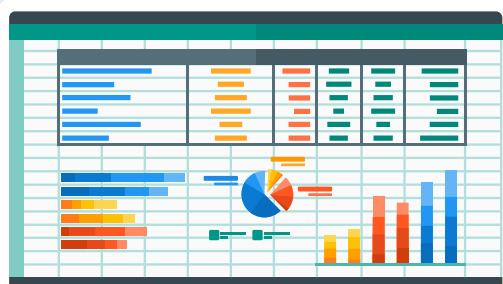
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FMM INSTITUTE

GS1 Malaysia

GS1 MALAYSIA MEMBER CAPACITY BUILDING INITIATIVE

COURSE OUTLINE

DAY 1

8.45 am Registration of Participants

9.00 am Topic 1: Working With Functions
1.1 Work with Logical Functions
1.2 Work with Date and Time Functions

10.30 am Morning Tea Break

10.45 am Continue Topic 1: Working With Functions
1.2 Work with Date and Time Functions
1.3 Work with Text Functions

1.00 pm Lunch

2.00 pm Topic 2: Working With Lists
2.1 Sort Data
2.2 Filter Data

3.30 pm Evening Tea Break

3.45 pm Continue Topic 2: Working With Lists
2.3 Query Data with Database Functions
2.4 Outline and Subtotal Data

5.00 pm End of Programme Day 1

DAY 2

8.45 am Registration of Participants

9.00 am Topic 3: Analysing Data
3.1 Create and Modify Tables
3.2 Apply Advanced Conditional Formatting

10.30 am Morning Tea Break

10.45 am Topic 4: Visualizing Data with Charts
4.1 Create, Modify and Format Charts
4.2 Use Advanced Chart Features

1.00 pm Lunch

2.00 pm Topic 5: Analysing Data with PivotTables and Pivot Charts
5.1 Create a PivotTable
5.2 Analyse PivotTable Data

3.30 pm Evening Tea Break

3.45 pm Continue Topic 5: Analysing Data with PivotTables and Pivot Charts
5.3 Present Data with Pivot Charts
5.4 Filter Data by Using Timelines and Slicers

5.00 pm End of Programme Day 2

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MICROSOFT EXCEL- INTERMEDIATE LEVEL

TRAINER PROFILE

MR RAHUL THOMAS

Rahul Thomas holds a Bachelor's Degree in Information Technology from UNITAR International University, Malaysia. He has earned an excellent exposure in the field of Cybersecurity as Security Operation Analyst and Cloud Computing. He has been part of team with EC Council as their Security Analyst which overlooked all the security operations around the clock. He is well attached with SIEM technology to ensure and monitor all security activities. Together with that, he is an internationally qualified trainer and also has completed the Train The Trainer Certification from Human Resources Development Fund (HRDF). As Rahul's forte is in Cybersecurity, he is equipped with professional cybersecurity certifications such as Rocheston Certified Cybersecurity Engineer (RCCE), Rocheston Certified Trainer (RCT), EC-Council Certified Security Specialist E|CSS, Certified Network Defender C|ND, and Certified Ethical Hacker C|EH from EC-Council and Google Cloud Platform Big Data & Machine Learning from Google. Furthermore, he has a strong understanding of incorporating humor and media into training to make it more engaging and meaningful. Rahul is very enthusiastic when it comes to training and has been recognized to deliver outstanding trainings.

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MICROSOFT EXCEL- BEGINNER TO INTERMEDIATE LEVEL
DECEMBER 3-4, 2025 | VENUE: ONLINE VIA ZOOM

REGISTRATION FORM

FMM Institute
Ms Wan Hui/ Ms Norelysya
Email : **wanhui@fmm.org.my**
Tel: **09-560 6554/ 5244**

Dear Madam,
Please register the following participant (s) for the above programme:
(To be completed in BLOCK LETTERS)

1. Name   Designation   Email

   Nationality   NRIC   Mobile No.

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2. Name   Designation   Email

   Nationality   NRIC   Mobile No.

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3. Name   Designation   Email

   Nationality   NRIC   Mobile No.

(If space is insufficient please a separate list)

Submitted by:

Name	**Designation**	**Email**
Tel	**Fax**	**Mobile No.**
Company		**Date**
Address		
GS1 Membership No.		