

# 98% Customers Recommended Elite Essential

- Our Programmes are HRDF Claimable •



## Inspiring and Motivating

Boost your drive and get inspired with new ideas through our diverse assortment of workshops covering various helpful topics!

## Leadership and Communication

Polish your leadership skills with helpful tips and tricks from our range of experienced, qualified trainers.

## Creative and Critical Thinking

Step out of your comfort zones and get creative in our programmes that will surely challenge and refine your thinking skills.

## Fun and Lively Workshops

No more boring lectures – our workshops are fun and lively, guaranteed to keep you awake to the last second!



## What Our Participants Say?

- "I like the trainers from Elite Essential because they are experts at their fields." – Kendra Jones, "Finance for the Non-Financial Professionals"
- "Experienced speaker, relevant tips and applicable knowledge. Friendly staffs and good services." – Nur Syahirah Mohd Azmi, "Advanced Communication & Presentation".
- "Relaxing, fun and supportive. Elite Essential is the best!" – Nor Syafiqah Razak, "Team Building"
- "The trainer really knows the subject matter...this programme wasn't boring at all, and is very interesting." – Latifah Said, "Menjadi Seorang yang 'Influential & Outspoken'!"
- "What I like most about the programmes and Elite Essential is the variety of exercises leading to the fulfillment of the objective." – Joseph Lee, "Strategic Planning & Execution"
- "Great sharing. Thank you. You have inspired me to be more alert towards my actions on my subordinates." – Azlinda Hamid, "Creative Leadership"

*We look forward to welcoming you in our training programmes!*

Elite Essential | We Serve with Heart

Tel: 603 8063 9211 Fax: 603 8063 7211 Email: training@elite-essential.com.my



ELITE ESSENTIAL  
INTEGRATING PEOPLE AND KNOWLEDGE

# MICROSOFT EXCEL & POWERPOINT FOR EVERYDAY USE (INTERMEDIATE LEVEL)



**27-28**  
FEBRUARY  
2017

EMPIRE HOTEL SUBANG

This programme is specially designed for today's executives who use Microsoft Excel and PowerPoint in their daily work. We promise you a fun, fruitful and practical session that you would be able to learn many tips, formulas and techniques which will in turn increase your effectiveness and efficiency at work!

Microsoft Excel – Turn a complete task into a simple work!

Microsoft PowerPoint – Impress your superiors and audience with impactful presentation!

**Friendly reminder: Please bring your own laptop with Microsoft Excel and PowerPoint installed. It can be 2007/2010/2013.**

**PROUDLY  
ORGANIZED BY**



**OFFICIAL  
HOTEL**



# PROGRAMME OUTLINE



## MICROSOFT EXCEL

### WORKING WITH CELL BASICS

- The Cell
- Cell Content

### WORKSHEET BASICS

- Freezing Worksheet Panes

### WORKING WITH TEMPLATES

- Using Templates

### SETUP & PRINTING ISSUES

- Printing

### WORKING WITH BASIC FUNCTIONS

- Basic Functions
- Function Library
- Insert Function Command

### WORKING WITH EXCEL FUNCTIONS

- Mathematical Functions
- Date Functions
- Statistical Functions
- Text Functions
- Logical Functions
- Lookup Functions
- Financial Functions
- Database Functions

### WORKING WITH SIMPLE FORMULAS

- Creating Simple Formulas
- Creating Formulas with Cell References

### CREATING COMPLEX FORMULAS

- Complex Formulas
- Working with Cell References
- Relative References
- Absolute References

### CONDITIONAL FORMATTINGS

- Conditional Formatting
- Conditional Formatting Presets



## MICROSOFT POWERPOINT

### KICKSTART YOUR PRESENTATION

- How to change the default format of the blank presentation
- How to change the default language setting
- How to change the default display options
- How to change the default spelling options
- How to change the default security options
- How to change the default save and default folder options
- About the Quick Access toolbar
- Add-in programs
- How to load an add-in program
- How to unload an add-in program

### WORKING ON YOUR PRESENTATION

- Tables
  - How to insert a Table
  - How to insert rows/columns
  - How to delete rows/columns
  - How to merge cells
  - How to add borders
  - Sorting a table in PowerPoint
- Organisation Charts
  - How to insert an Organisation Chart
  - How to edit an Organisation Chart
  - Inserting and Deleting boxes
  - Converting one box type to another
  - How to change the box border and border colour
  - How to change the font

### ENHANCING YOUR PRESENTATION

- Drawing Options
- Drawing Shapes
  - How to draw shapes
  - AutoShapes
  - How to change the colour of a shape
  - How to change the fill effect of a shape

- How to change the line border and border colour of a shape
- Editing Shapes
  - How to resize a shape
  - How to type text into a shape
- Group and Ungroup objects

### CREATING VISUAL EFFECT

- Presentation Designs
- How to apply a Design Theme
- How to apply a colour scheme
- How to create a custom colour scheme
- How to add a textured background
- What happens to my slides when I change the Master?
- Electronic presentations
- Animating Slides
- How to apply animation effects
- How to add transitions
- How to apply slide timings
- How to set slide timings while rehearsing
- How to run a slide show
- How to annotate on slides
- How to create a loop slide show
- Package for CD

### POWERPOINT ON THE WEB

- Conferencing
- Hosting an online meeting
- Collaborating in an online meeting
- Presentations on the Internet
- Save a presentation in HTML format
- About hyperlinks in presentations
- Add, edit and remove hyperlinks
- How to create a hyperlink
- How to change the colour of hyperlinks
- How to change a hyperlink destination
- How to change hyperlink text
- How to remove the hyperlink but not the text or object that represents it
- Set a hyperlink base for a presentation

# REGISTRATION FORM

27-28 FEB | EMPIRE HOTEL SUBANG

WORKSHOP TITLE	GROUP OF 5-9 PAX	GROUP OF 4 PAX	EARLY BIRD*	NORMAL RATE
<b>MICROSOFT EXCEL &amp; POWERPOINT FOR EVERYDAY USE</b> 27-28 Feb 2017, Empire Hotel Subang	<input type="checkbox"/> <b>RM1199</b> per person	<input type="checkbox"/> <b>RM1299</b> PER PERSON	<input type="checkbox"/> <b>RM1399</b> PER PERSON	<input type="checkbox"/> <b>RM1499</b> PER PERSON
<b>MICROSOFT EXCEL ONLY</b> 27 Feb 2017, Empire Hotel Subang	<input type="checkbox"/> <b>RM650</b> per person	<input type="checkbox"/> <b>RM699</b> PER PERSON	<input type="checkbox"/> <b>RM750</b> PER PERSON	<input type="checkbox"/> <b>RM799</b> PER PERSON
<b>MICROSOFT POWERPOINT ONLY</b> 28 Feb 2017, Empire Hotel Subang	<input type="checkbox"/> <b>RM650</b> per person	<input type="checkbox"/> <b>RM699</b> PER PERSON	<input type="checkbox"/> <b>RM750</b> PER PERSON	<input type="checkbox"/> <b>RM799</b> PER PERSON

**Notes:**

- Kindly contact Elite Essential should accommodation is required.
- Early bird rate applies to registration received 1 month prior programme.
- For group registration of 10 pax and above, please contact Elite Essential for exclusive rate.
- All prices not inclusive of GST. If you are non-GST organization, please talk to us for special arrangement.

Tel: 603 8063 9211, Fax: 603 8063 7211 | Email: [training@elite-essential.com.my](mailto:training@elite-essential.com.my)

**ORGANISATION:** \_\_\_\_\_ **GST ID:** \_\_\_\_\_

**CONTACT PERSON / APPROVED BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **DESIGNATION:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## Participant Details

<b>NAME ①:</b> _____	<b>NAME ②:</b> _____
<b>DESIGNATION:</b> _____	<b>DESIGNATION:</b> _____
<b>H/P:</b> _____ <b>EMAIL:</b> _____	<b>H/P:</b> _____ <b>EMAIL:</b> _____
<b>NAME ③:</b> _____	<b>NAME ④:</b> _____
<b>DESIGNATION:</b> _____	<b>DESIGNATION:</b> _____
<b>H/P:</b> _____ <b>EMAIL:</b> _____	<b>H/P:</b> _____ <b>EMAIL:</b> _____

## Terms and Conditions:

- Registration fees include refreshments, lunches, course, materials, and certificate of attendance.
- Cancellation of registration must be made in written form (letter, fax or email) to Elite Essential Sdn Bhd before 10 working days prior to the event with 20% of the registration fees imposed for cancellation. The full registration fees will be billed to your organisation for cancellation received within 10 working days prior to the event or in a case of "no-show".
- Substitution of participant(s) is allowed with no additional charge provided Elite Essential Sdn Bhd is notified in writing of the name and designation of the new participant(s).
- Full registration fees must be received before commencement of the course. Participants with outstanding registration fees are required to make payment on site or present an undertaking letter, local order or letter of approval to participate. If one of these cannot be supplied, Elite Essential Sdn Bhd reserves the right to refuse admission.
- Elite Essential Sdn Bhd reserves the right to change the venue, facilitator and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise.

## MODE OF PAYMENT (please tick the appropriate box)

CHEQUE  BANK DRAFT  LOCAL ORDER

**PAYMENT BY CHEQUES / BANK DRAFTS** should be made payable to "Elite Essential Sdn Bhd" and crossed "A/C Payee Only", (Maybank, A/C No: 5127 8102 2331; Swift Code: MBBEMYKL). You may bank in or send the cheques / bank drafts to us via registered mail / courier express. Please fax a copy of the transaction slip to us at Fax: +603-8063 7211 and indicate invoice number for verification purpose.

We fully understand and agree on the terms and conditions stated above.

.....  
Authorised Signature

Name \_\_\_\_\_  
Designation \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

To confirm your registration, kindly complete this form and fax to us at Fax: +603-8063 7211 or email: [training@elite-essential.com.my](mailto:training@elite-essential.com.my)  
For course enquiry, please contact us at Tel: +603-8063 9211