

Tarikh kursus: **17 – 19 Februari 2023 (Jumaat – Ahad)**

Aturcara program keseluruhan untuk **3 hari**:

Sesi	Hari	Masa	Catatan
1	Hari Pertama	3.00 – 4.30 pm	<b>Microsoft Excel 2016 Course</b>  <b>Pendaftaran</b>  <b>Slot 1:</b> Brainstorming and Ice Breaking: Excel Template requirement for academic purposes <b>Slot 2:</b> Chapter 1 – Introduction to Microsoft Excel 2016 and Project Data Management Competency (Figure out your skills)
		4.30 – 5.00 pm	<b>Break</b>
		5.00 – 6.00 pm	<b>Slot 3:</b> Working with Logical and Date Functions
		6.00 – 8.00 pm	<b>Break / Dinner</b>
		8.00 – 10.00 pm	<b>Slot 4:</b> Chapter 1 – Ribbon, Data Cleansing and Hands on for Data Massaging <b>Slot 5:</b> Chapter 1 – Charts, Data Formatting and Data Validation  Hands on practice
2	Hari Kedua	8.30 – 10.45 am	<b>Microsoft Excel 2016 Course</b>  <b>Slot 6:</b> Chapter 1 – Importing and Exporting Data <b>Slot 7:</b> Chapter 1 – Vlookup and Pivot Table  Hands on practice
		10.45 – 11.00 am	<b>Break</b>
		11.00 – 12.30 pm	<b>Slot 8:</b> Chapter 2 – Slicers, Data Consolidation and Analyzing data using Power Query
		12.30 – 2.00 pm	<b>Break / Lunch</b>
		2.00 – 4.45 pm	<b>Slot 9:</b> Chapter 3 – Project: Creating A Data Form and Creating A Dashboard
		4.45 – 5.00 pm	<b>Break</b>

		5.00 – 6.30 pm	<b>Slot 9:</b> Group Discussion
			<b>Slot 10:</b> Dashboard Development
		6.30 – 8.00 pm	<b>Break / Dinner</b>
3	Hari Ketiga	8.00 – 10.30 am	<b>Slot 11:</b> Dashboard Development continue Presentation
		10.30 – 11.45 am	Presentation continue
		11.45 – 12.00 pm	Presentation continue Perasmian Penutup