

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

MICROSOFT EXCEL FOR ADVANCED USERS

Date: _____

Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____

(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No

How did you find us? _____

Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:

- Pls visit <https://businessmaker-academy.com/training-schedule/>

WEBINAR:

- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:

- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:

- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:

- ☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
- ☐ Paypal: pls contact us
- ☐ Dragonpay: pls contact us
- ☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

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www.businessmaker-academy.com ▪ www.hrclubphilippines.com



MICROSOFT EXCEL FOR ADVANCED USERS

Seminar: 2 days x 8 hrs. (total of 16 hrs)

Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

This 2-day hands on course will provide you with the knowledge of more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

WHO SHOULD ATTEND:

This course is intended for novice information workers who want to learn advanced level Excel skills. Administrative Officers, Finance Officers, Department Managers, Assistants and all office workers who want to learn advanced functions of Microsoft Excel program must attend this course.

PREREQUISITES:

Participants must have basic Excel knowledge and must bring their own laptop to apply the lessons and work on exercises.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Identify & define the essential components of Excel formulas
- Perform advanced formulas
- Identify how to format financial statements & other Excel-based reports effectively
- Perform data security & validation
- Create Excel-based charts and dashboards to aid in communicating financial data information
- Manage big data in Excel
- Use data analysis tools & pivot features
- Get introduced to macro functions & features

COURSE TOPIC HIGHLIGHTS:

1. Essential Components of Excel Formulas
2. Relative Value & Absolute Value
3. Calculate Data Across Worksheets

4. Performing Advanced Formulas
5. Simplify Number Functions
6. Create Solutions Using Text Methods
7. Streamline Aging Report
8. Using IF Condition & Logical Functions: SUMIF, COUNTIF, AVERAGEIF
9. Lookup Functions
10. How to Format Financial Statements & Other Excel-based Reports
11. Advanced Conditional Formatting & Filtering
12. Custom Data Formats, Styles & Templates
13. Perform Data Security & Validation
14. Using Input & Drop-down Tool for Validation
15. Read-only Protected Sheet & Workbook
16. File Protection Method
17. Excel-based Charts & Dashboards for Communicating Financial Data Info
18. Application of Subtotal per Data Category
19. Managing Big Data in Excel
20. Advanced Filter with Name Manager and Logical Symbols
21. Data Analysis Tools Using Pivot Features
22. Introduction to Visual Basic & Macro Settings

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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