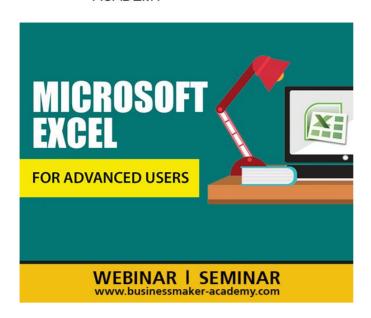


ACADEMY ———	
Dear Valued Client,	
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Greetings from Business Maker Academy, Inca training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS. You are cordially invited you to attend our training program on:	
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	y.com Viber: (0912) 2231826
Booking Officer Name:	ENROLLMENT DETAILS
Position:	SCHEDULE:
Company:	 Pls visit https://businessmaker-
Company TIN:	academy.com/training-schedule/
Industry:	
	WEBINAR:
Tel No:	 Duration: 2 sessions x 4 hrs.
Cel No:	Time: AM Sched: 8:30am to 12:30pm
Email Address:	PM Sched: 1:30 to 5:30 pm
	Venue: Zoom
Total Number Attendee(s) for Enrollment:	SEMINAR:
Note: Please indicate full name below:	Duration: 2 days x 8 hrs
	Time: 9am to 5pm
Attendee 1:	·
Cel No:	 Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City
Email Address:	Philippines
A.I	rimppines
Attendee 2:	TRAINING FEE:
Cel No:	Webinar Fee = Php 4500+VAT
Email Address:	Seminar Fee = Php 8500+VAT
Attendee 3:	MODE OF PAYMENT:
Attendee 3:	☐ Bank Deposit:
Cel No:	Account: Business Maker Academy, Inc.
Email Address:	BPI SA# 4013-0306-64
Attandag A	BDO SA# 000-280-622-422
Attendee 4:	Landbank CA# 3732114830
Cel No:	□ Paypal: pls contact us
Email Address:	☐ Dragonpay: pls contact us
Attendee 5:	☐ Gcash: pls use QR code below
Attendee 5:	G) GCash
Cel No:	SCAN TO PAY HERE
Email Address:	Businessmaker
(More than 5 participants, pls attach extra sheet)	
Would you like to request for billing statement? \square Yes \square No	
How did you find us?	

Use Promo Code: ____





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.

BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES