



# MICROSOFT EXCEL (INTERMEDIATE & ADVANCE LEVEL)



JAN 14 - 15, 2026



9:00AM - 5:00PM



FMM SABAH BRANCH,  
ALAMESRA

## COURSE OBJECTIVES:

- Use advanced Excel formulas and tools to work with data more effectively
- Create clear reports, PivotTables, and dashboards to support better decisions
- Automate repetitive tasks using macros and basic VBA
- Collaborate securely and integrate AI features in Excel to enhance productivity

## WHO SHOULD ATTEND:

This course is for individuals with basic Excel skills who want to learn advanced features for data analysis and presentation

## FEES

RM864.00 (Member)

RM972.00 (Non-Member)

(Inclusive of 8% SST)

**Closing date: Jan 07, 2026**

## COURSE OUTLINE:

- MODULE 1** : Advanced Formulas
- MODULE 2** : Advanced Data Tools
- MODULE 3** : Named Ranges
- MODULE 4** : Conditional Formatting (Advanced)
- MODULE 5** : PivotTables & PivotCharts
- MODULE 6** : Dashboard Elements
- MODULE 7** : Introduction to Macros
- MODULE 8** : Collaboration, Protection & AI Integration

## TRAINER PROFILE:

**Dr. Eravan** is an experienced trainer and academician with over 15 years in education, training, and research. He specialises in AI, data analytics, project management, entrepreneurship, and business technologies. He has conducted various professional trainings, including AI for Educators & Business, Excel, and Project Management, for both industry and education sectors. Currently, he trains with MDEC, Dynamic Resources, and lectures at Open University Malaysia. He holds a Ph.D. in Building Material and is certified in Wiley Data Analytics and AI Instruction (UTM).



# REGISTRATION FORM

## MICROSOFT EXCEL (INTERMEDIATE & ADVANCE)

**Time: 9.00 am - 5.00 pm**

**Venue: FMM Sabah Branch, No. 143,  
Block Q, Lorong Plaza Permai 1,  
Alamesra Plaza Permai, 88400 Kota  
Kinabalu, Sabah**

Please register the following participant  
for the above program.

**(To be completed in BLOCK LETTERS)**

**Date:**

**January 14-15, 2026**

**Registration due date: 12 Jan 2026**

Please tick accordingly:

Fees:  **FMM Member : RM 864 per pax**

**Non Member : RM 972 per pax**

(Fees is inclusive of 8% SST, certificate, training notes & meals)

NO.	NAME	DESIGNATION	NATIONALITY	NRIC	EMAIL
1					
2					
3					
4					
5					

*(If space is insufficient, please attach a separate list)*

**We hereby confirmed that (please tick accordingly):**

**We will be claiming under SBL-KHAS Scheme. Full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.**

**We will NOT BE CLAIMING from HRD Corp. Payment will be made to FMM Institute by bank transfer to MAYBANK Account No. [5-100-1303-8421]**

**Submitted by:**

<b>Name:</b>	<b>Designation:</b>	<b>H/P No:</b>
<b>Email:</b>	<b>Tel:</b>	<b>Fax:</b>
<b>Company</b>	<b>FMM Membership No:</b>	<b>MyCOID:</b>
<b>Address:</b>	<b>Company Stamp &amp; Signature</b>	<b>Date:</b>

**Terms and Conditions**

- Registration is on a first-come first-served basis.
- All cancellations must be made in writing.
- Cancellation received 7 – 13 working days before the start of the class is subject to a cancellation fee of 50% of the training fees.
- Cancellation received within 6 working days before the start of the class is subject to a cancellation fee of 100% of the training fees.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training fees are payable**. However, replacement can be accepted at no additional cost.
- The FMM Institute reserves the right to change the speaker, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes.