



MIA WEBINAR SERIES

AMAZING MICROSOFT EXCEL TIME SAVING WORKSHOP

19 September 2022 (Monday), 9.00 am - 5.00 pm

Imagine getting your report completed in a few minutes rather than 2 or more hours! Acquire the knowledge and skill to prepare financial reports quickly and accurately.

This programme is designed exclusively for MIA members, to show how you can master some of the most advanced Excel functions today to achieve professional results in a fraction of the time, including in-depth Excel PivotTable, business reporting with Dashboard, and PowerQuery (Basic). The skills gained will enable you to improve efficiency and free you for the more critical work of analysing data for better decision-making.

OBJECTIVES

This programme seeks to help you:

- Appreciate the key to speeding up reporting tasks: an in-depth knowledge of Excel
- Make better management decisions by consolidating multiple workbooks, csv files and analysing data
- Prepare effective and interactive management reports
- Swiftly consolidate costing of different parts
- Avoid the hidden cost of not applying Excel's latest tools

WHO SHOULD ATTEND

- Accounting & Finance Personnel
- Accountants
- Cost Controllers
- Finance Controllers

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement

PROGRAMME OUTLINE

8.30 am –9.00 am	Participants' login to join the webinar
9.00 am –10.30 am	Session 1: Advanced PivotTable <ul style="list-style-type: none"> • Calculated Field, Calculated Item, Slicer, % of Column, DistinctCount • Pivot Chart, Combo, Grouping • Unusual conditional formatting to show changes
10.30 am –12.30 pm	Session 2: MUST Master Advanced Excel Function <ul style="list-style-type: none"> • SUMIF, SUMIFS, COUNTIF, COUNTIFS
12.30 pm –1.30 pm	Break
1.30 pm –3.00 pm	Session 3: Advanced Excel Function <ul style="list-style-type: none"> • Using OFFSET, INDEX, MATCH IF Function to create interactive management reports • PowerQuery • Introduction to PowerQuery • Say Good-Bye to VLOOKUP
3.00 pm –5.00 pm	Session 4: Amazing Time Saving Case Studies <ul style="list-style-type: none"> • Bank Statement Reconciliation with latest Excel tool • Q&A Session
5.00 pm	End of Webinar



Participants are required to have their own laptop installed with Microsoft Excel (Version 2013 and above) to work on exercises.

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

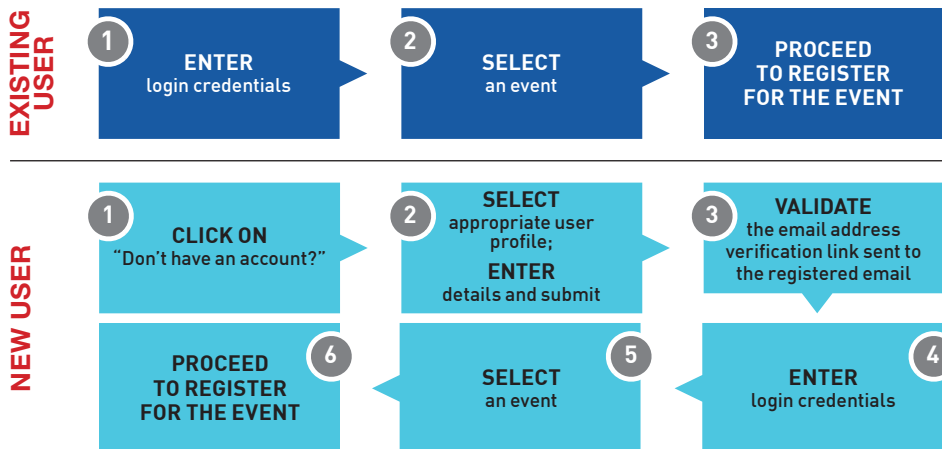
Amazing Microsoft Excel Time Saving Workshop

With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
- Individual Registration:** Full payment shall be made at the point of online registration.
- Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.

- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar,
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).

- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.

- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

DATA PROTECTION
Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

FACILITATOR

KENT LAU (LAU CHEE YONG)

Kent is a passionate, business result-driven Excel Corporate trainer, consultant and Youtuber. He believes in making training as simple as possible and practical, with the belief that what is simple will be easier to follow, and this will produce excellent results. He possesses a growth mindset and believes that one must choose to learn and continue to grow in order to help oneself and others in a better way.

Kent can help you reduce a monthly tedious reporting time to half the time. He will share with you more amazing time saving Excel latest technique in this upcoming workshop. Rated 4.5 out of 5 consistently by his students, peak performance Excel and Power BI trainer Kent Lau is a highly sought after HRDCorp accredited trainer for the past 15 years, serving over 5000 Malaysian nationwide. He will take you through the power of speedexcel, the hallmark of excellence.

WEBINAR FEES

Member/Member Firm | RM 450

Non-member | RM 600

Preferred Payment::Pay with MIA-CIMB Affinity Credit Card.

WEBINAR DETAILS & REGISTRATION

19 September 2022 (Monday)

Session 1 : 9.00 am – 10.30 am

Session 2 : 10.30 am – 12.00 pm

Session 3 : 1.00 pm – 3.00 pm

Session 4 : 3.00 pm – 5.00 pm

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