



MASTERPATH SDN BHD
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DATA AUTOMATION FOR BEGINNERS

(2 DAYS)

Normal Fee : RM 2800 PER PAX

Early Bird Fee : RM 1900 PER PAX

Group Fee : RM 2050 PER PAX

(Min 3 PAX)

- Structuring and Cleaning Data in Excel
- Basic Data Analysis & Reporting
- Introduction to Power Query
- Data Transformation & Cleaning with Power Query
- Advanced Power Query Techniques

REGISTER NOW



012-5177468 (Ms. Wong)



info@masterpath.com.my



<https://masterpath.com.my>



TRAINER: CLARA TAN CHAI FENG

6 years of extensive experience in Microsoft Excel, AI and Data Analytics, worked with more than 30 brands



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COURSE OVERVIEW

This 2-day course will introduce participants to the essential skills and techniques for automating data management and analysis using Microsoft Excel. Day 1 will focus on the fundamentals of structured data, data cleaning shortcuts, and formula automation. Day 2 will expand into using Power Query for advanced data transformation, combining data sources, and creating reports efficiently.

LEARNING OUTCOMES

- Understand and work with structured data in Excel
- Clean and transform data with Excel shortcuts and basic functions
- Use PivotTables, slicers, and formulas for basic data analysis
- Apply Power Query for advanced data transformation and automation
- Create simple dashboards for data visualization

COURSE CONTENT

- STRUCTURING DATA IN EXCEL
- DATA CLEANING WITH EXCEL SHORTCUTS
- WORKING WITH COMMON ERRORS IN DATA
- BASIC DATA ANALYSIS & REPORTING
- INTRODUCTION TO POWER QUERY
- DATA TRANSFORMATION & CLEANING WITH POWER QUERY
- ADVANCED POWER QUERY TECHNIQUES
- COMBINING DATA FROM MULTIPLE SOURCES