



FMM
FEDERATION OF MALAYSIAN
MANUFACTURING

FMM SABAH BRANCH

196801000309 (7907-X)

(Formerly known as Federation of Malaysian Manufacturers)

SB/22/2026

11 Sep 2026



MICROSOFT EXCEL INTERMEDIATE & ADVANCED



OCTOBER 07 - 08, 2026

This two (2) day Microsoft Excel training programme is structured to enhance participants' practical skills in managing, analysing, organising and presenting data more effectively. Participants will learn to use essential Excel features such as Conditional Formatting, Data Consolidation, Logical and Lookup Functions, Data Validation, PivotTables, Workbook Protection, External Data Retrieval, Charts and basic Macro recording.

**ALL PARTICIPANTS ARE REQUIRED TO
BRING LAPTOP FOR PRACTICAL SESSION**

XLS

X



COURSE FEE

FMM Member : RM 864

Non-Member : RM 972

HRD Corp Claimable



VENUE

FMM SABAH BRANCH

1st Floor, Alamesra Plaza Permai,
Kota Kinabalu Sabah

Speaker

Laxmi N Rao



ENQUIRY & REGISTRATION

088-447580 | fmmsabah@fmm.org.my



FMM
FEDERATION OF MALAYSIAN
MANUFACTURING



COURSE OUTLINE

DAY 1 : EXCEL FUNCTIONS & DATA MANAGEMENT

Module 1 : Conditional Formatting

Module 2 : Data Consolidation

Module 3: Managing Data in Lists

Module 4: Sparklines

Module 5: Named Ranges & Formulas

Module 6: IF, AND & OR Functions

Module 7: VLOOKUP & HLOOKUP

DAY 2 : DATA ANALYSIS, REPORTING & AUTOMATION

Module 8 : Data Validation

Module 9 : PivotTables, Slicers & Timelines

Module 10: Workbook Protection

Module 11: Text to Columns & Remove Duplicates

Module 12: External Data Import

Module 13: Charts & Combination Charts

Module 14: Simple Macro Recording



TRAINER

Ms. Laxmi Nagendra is an HRD Corp Accredited Trainer with over 14 years of teaching and professional training experience. She holds a Master of Education in Educational Technology from UPM and is certified in Microsoft 365, Google Education, Gemini, Canva and IOSH training. Her expertise includes Microsoft Office, Power BI, Power Query, Power Automate, Google Workspace, AI-powered productivity tools, digital collaboration and Canva. She is also an Associate Trainer with SIRIM Academy and has delivered training programmes across Malaysia and Brunei.



REGISTRATION FORM

MICROSOFT EXCEL (INTERMEDIATE & ADVANCED)

Time: 9.00 am - 5.00 pm

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

Date:
October 07 - 08, 2026

Registration due date: 28 September 2026

Please register the following participant
for the above program.

(To be completed in BLOCK LETTERS)

Please tick accordingly: ☒

Fees: ☐ FMM Member: RM864.00 per pax

☐ Non Member: RM972.00 per pax

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

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 Sabah 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 Sabah by bank transfer to MAYBANK Account No. [0-100-1303-4586]

Submitted by:

Name:	Designation:	H/P No:
Email:	Tel:	Fax:
Company	FMM Membership No:	MyCOLD:
Address:	Company Stamp & Signature	Date:

Terms and Conditions

- Registration is on a first-come first-served basis.
- All cancellations** must be submitted via email to fmmSabah@fmm.org.my or communicated directly to the designated person-in-charge.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the company/individual is **required to pay the full training fees and FMM Sabah will issue the full invoice** accordingly. However, **replacement** can be accepted at **no additional cost**.
- FMM Sabah reserves the right to change the speaker, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes.
- For **public training** programmes conducted from **15th June 2026 to 31st December 2026**, HRD Corp **grant approval** must be obtained at least **three (3) days** before training commencement date. Employers who **fail to comply** will **not be allowed** to attend the programme.