



# GETTING AHEAD with #EXCELCHAMPMY

**Date: 18 - 19 September 2024**  
**8:30 AM to 5:00 PM**



## Professional

Progress Report, Work  
Programme, Tender Documents



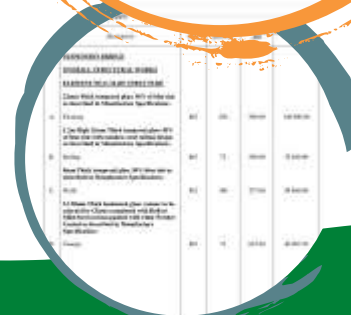
## Accurate & Error-free

Monthly Payment & Claims, Bills  
of Quantities, Variations Order



## Fast & efficient

Improve productivity, shortcuts &  
tips



**CONTACT US**



082-582 226 (Chong)  
011-1683 0809 (Chloe)



<https://wa.me/+601116830809>



[wschong@unimas.my](mailto:wschong@unimas.my)

## GETTING AHEAD WITH #EXCELCHAMPMY

### DATE & TIME

18 - 19 September, 8:30 a.m. - 5:00 p.m.

### COURSE FEES

Refer to registration form

### WHO SHOULD ATTEND?

Professionals, technical, administration and support staffs who regularly use Microsoft Excel in their works

*Participants preferably should have basic knowledge of Microsoft Excel*

### COURSE OUTLINE

#### Day 1

- Formulas & Function  
[Cell References, Add, Multiply, Subtract, Divide, Sum & Count]
- View & Command
- Page Layout & Setting
- Cells & Formatting
- Clipboard
- Sort & Filter

#### Day 2

- Formulas & Function  
[Round up/down Average, Min & Max]
- Linking Worksheets & Workbooks
- Bonus Track  
[Convert numbers to text, Keyboard & symbol shortcut]

### EXPERT TRAINER

Chong Wan Siang, PQS, MRISM

*Senior Lecturer, Faculty of Built and Environment, UNIMAS*

*Grand Champion - Microsoft Excel Malaysia Competition in Year 2016*

### VENUE



UNIMAS CITY CAMPUS  
Lot 77, Section 22, KTLD  
Jalan Tun Ahmad Zaidi Adruce  
93150 Kuching, Sarawak, Malaysia



Sr Gui Hun Chuen is a Professional Quantity Surveyor registered with BQSM and RISM with a Master's Degree in Construction Management who is especially keen in knowledge sharing and knowledge transfer. He is known among his peers to be cheerful, trustworthy, self-disciplined, meticulous and tech-savvy. Having worked in the construction industry for 11 years, he joined UNIMAS as a senior lecturer since 2018. In 2019, Sr Gui and his team won the Bronze Award for their research on Building Information Modelling (BIM) during the Innovation Technology Expo (InTEX) 2019.

Sr Chong Wan Siang, the #EXCELCHAMPMY, is a Professional Quantity Surveyor and the Senior Lecturer with FBE, UNIMAS. With over 20 years of industry knowledge in the construction & infrastructure development, he always took initiative to enhance the work efficiencies and productivity by developing many applications to automate processes, reducing lead time and enhancing communication using VBA – the Excel programming language. His continuous passion and enthusiasm has seen him being crowned the national level Excel Malaysia Champ in 2016, a competition organized by Microsoft to test the skills and creativity in Excel. His success has elected him to represent Malaysia for the Grand Final of the Excel Championship in 2017, where he came out top in the Data Accuracy and Formula Efficiency categories against the world's best Excel practitioner.



Organised by:  
**Fakulti Alam Bina**  
**University Malaysia Sarawak (UNIMAS)**

Event Partner:  
**C.C.A.E Services Co.**







# BOOSTER with

## #EXCELCHAMPMY



### CONDITIONAL FORMATING

Highlighting patterns and trends for effective visualisation



### SHARING & COLLABORATION

Staying productive while working remotely and seamlessly with your team



### GRAPH & CHARTS

Applying data illustration to elevate your presentation to next level

### ABOUT THIS TRAINING

ReeFRESH plus BoostUP your Microsoft Excel skills (Intermediate level)

### TRAINING VENUE

Unimas City Campus

Date: 20 September 2024  
8:30 AM to 5:00 PM

### CONTACT US



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## BOOSTER WITH #EXCELCHAMPMY

### DATE & TIME

20 September, 8:30 a.m. - 5:00 p.m.

### COURSE FEES

Refer to registration form

### WHO SHOULD ATTEND?

Professionals, technical, administration and support staffs who regularly use Microsoft Excel in their works

*Participants preferably should have basic knowledge of Microsoft Excel*

### COURSE OUTLINE

#### Day 1

- Data Validation
- Graph & Charts
- Conditional Formatting
- Sharing & Collaboration



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# 2X BOOSTER with

## #EXCELCHAMPMY



### FORMULA & FUNCTION

Using handy formula at ease with correct Cell References



### CONDITIONAL FORMATING

Highlighting patterns and trends for effective visualisation



### SHARING & COLLABORATION

Staying productive while working remotely and seamlessly with your team



### GRAPH & CHARTS

Applying data illustration to elevate your presentation to next level

## ABOUT THIS TRAINING

ReeFRESH plus BoostUP your Microsoft Excel skills (Intermediate level)

## PLACE AND DATE

Unimas City Campus

Date: 19 - 20 September 2024  
8:30 AM to 5:00 PM

## CONTACT US



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011-1683 0809 (Chloe)



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## 2x BOOSTER WITH #EXCELCHAMPMY

### DATE & TIME

19 - 20 September, 8:30 a.m. - 5:00 p.m.

### COURSE FEES

Refer to registration form

### WHO SHOULD ATTEND?

Professionals, technical, administration and support staffs who regularly use Microsoft Excel in their works

*Participants preferably should have basic knowledge of Microsoft Excel*

### COURSE OUTLINE

#### Day 1

- Formulas & Function  
[Cell References, Round up/down, Average, Min & Max]
- Sort & Filter
- Linking Worksheets & Workbooks

#### Day 2

- Data Validation
- Graph & Charts
- Conditional Formatting
- Sharing & Collaboration



### EXPERT TRAINER

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C.C.A.E. Services



# POWERING UP

**X #EXCELCHAMPMY**

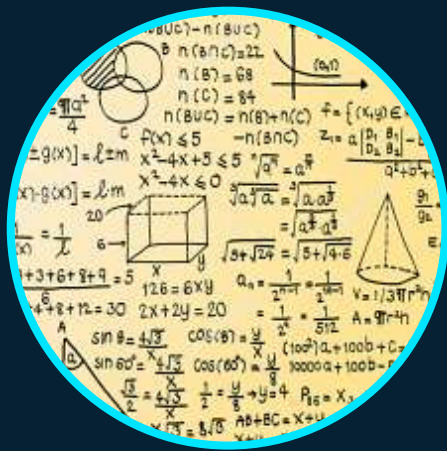


Advanced Hands-On MS Excel Training programme

**Date: 23 - 24 September 2024**

**8:30 AM to 5:00 PM**

UNLOCK THE SECRET TO



## Super Formulas

- Logical (Nested)
- Text
- Lookup
- Financial



## Advance Charts

- Combo
- Dual-Axis
- Dashboard



## Pivot Tables

- Pivot Table
- Pivot Chart
- Timeline & Slicer

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UNIMAS CITY CAMPUS





## POWERING UP WITH #EXCELCHAMPMY

### DATE & TIME

23 - 24 September, 8:30 a.m. - 5:00 p.m.

### COURSE FEES

Refer to registration form

### WHO SHOULD ATTEND?

Professionals, technical, administration and support staffs who regularly use Microsoft Excel in their works

*Participants preferably should have intermediate knowledge of Microsoft Excel*

### COURSE OUTLINE

#### Day 1

- Paste Special
- Charts  
[Combo, Dual Axis]
- Dashboard

#### Day 2

- Formulas & Function  
[Logical (sumif, countif, nested), Text, Lookup (vlookup, hlookup), Financial (pmt, fv, rate)]
- Pivot Table  
[Pivot Chart, Timeline & Slicer]
- Bonus Track  
[Introduction to Macros]

### EXPERT TRAINER

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# REGISTRATION FORM (Kuching)

## COURSE FEES (in MYR)

Modular Training Series	Date	Training Fees (RM/pax)
Getting Ahead	18 – 19 Sep 2024	900 (2 days)
BOOSTer	20 Sep 2024	550 (1 days)
2X BOOSTer	19 – 20 Sep 2024	1,100 (2 days)
POWERing Up	23 – 24 Sep 2024	1,300 (2 days)

## GROUP DISCOUNT

10% off if register more than 3 pax or modules at one (1) time

15% off if register more than 5 pax or modules at one (1) time

## REGISTRATION

Complete this registration form and email to [wschong@unimas.my](mailto:wschong@unimas.my) or send to <https://wa.me/+601116830809> together with the proof of payment to secure your seat.

## PARTICIPANT DETAILS

No.	Name/IC no. /Designation	Modular Training Series		Amount (RM)	Total (RM)
1		<input type="checkbox"/> Getting Ahead	<input type="checkbox"/> Booster		
		<input type="checkbox"/> 2X Booster	<input type="checkbox"/> Powering Up		
2		<input type="checkbox"/> Getting Ahead	<input type="checkbox"/> Booster		
		<input type="checkbox"/> 2X Booster	<input type="checkbox"/> Powering Up		
3		<input type="checkbox"/> Getting Ahead	<input type="checkbox"/> Booster		
		<input type="checkbox"/> 2X Booster	<input type="checkbox"/> Powering Up		
4		<input type="checkbox"/> Getting Ahead	<input type="checkbox"/> Booster		
		<input type="checkbox"/> 2X Booster	<input type="checkbox"/> Powering Up		
5		<input type="checkbox"/> Getting Ahead	<input type="checkbox"/> Booster		
		<input type="checkbox"/> 2X Booster	<input type="checkbox"/> Powering Up		
		Subtotal:			
		Discount (____%)			
		8% SST:			
		Total Due:			

*\*Please attach a separate list if necessary*

## DETAILS OF ORGANISATION (FOR INVOICING)

Authorised Signature	
Contact Person & Job Designation	
Company Name & Registration No.	
Company Address	
Contact No.	
Email Address	

## PAYMENT METHODS

Payment must be made to UNIMAS Edu Sdn Bhd's a/c 561239608898 (Maybank). Click [here](#) for other payment methods.

This registration is invalid without a signature. Payment must be made no later than 7 working days before the course commences. No refund will be given in the event that the participant does not show up. Substitute participant(s) will be accepted without extra charge.

Note: The organiser reserves to cancel or alter the content and timing of the program or the trainer for reasons beyond its control.

EARLY BIRD



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 Portable Bluetooth Speaker (16W)

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**GIFT**



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**Magnetic  
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Silicone  
Material



**2-IN-1**

- 15W wireless
- 20W wired charging

Strong  
Magnetic



GETTING AHEAD



BOOSTER



2X BOOSTER



POWERING UP



  
#ExcelChampMy

Valid until 31 July 2024 or while stock last