

MICROSOFT EXCEL WITH #EXCELCHAMPMY

Venue:

📍 Kuching

📍 Miri



HRDC SBL-KHAS scheme
NO upfront payment



BOOSTER with

#EXCELCHAMPMY

(Intermediate)



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

Supercharge your Excel skills with better data handling, impactful visuals, and seamless collaboration

4 - 5 August 2026
@ Miri

7 - 8 September 2026
@ Kuching



HRDC SBL-KHAS scheme
NO upfront payment



CONTACT US



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



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



wschong@unimas.my

BOOSTER WITH #EXCELCHAMPMY

DATE & TIME

Miri: 4 - 5 August 2026, 8:30 a.m. - 5:00 p.m.
Kuching: 7 - 8 September 2026, 8:30 a.m. - 5:00 p.m.

COURSE FEES

RM 1,100 / pax (Approved for HRDC Grant Application under SBL-Khas Scheme)

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

LEVEL

Intermediate

COURSE OUTLINE

Day 1

- Formulas & Function
[Cell References, Round up/down, Average, Min & Max, SumProduct]
- Sort & Filter
- Paste Special
- Mail Merge

Day 2

- Formulas & Function
[Sort & Filter, Sequence, Unique]
- Data Validation
- Graph & Charts
- Conditional Formatting
- Importing Data to Excel

EXPERT TRAINER

Chong Wan Siang, PQS, MRISM
HRDC Accredited Trainer
Senior Lecturer, Faculty of Built and Environment, UNIMAS
Grand Champion - Microsoft Excel Malaysia Competition in Year 2016

DEDICATED COMPUTER FACILITIES

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

TEGAS DIGITAL INNOVATION HUB
Miri Times Square
Marina Park City
98000 Miri, 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 National #EXCELCHAMPMY, is a Professional Quantity Surveyor, HRDC Accredited Trainer, and Certified BIM Modeller. He is a Senior Lecturer at FBE, UNIMAS, with extensive expertise in BIM, data automation, Power BI, and digital transformation in the construction and infrastructure sectors.

With over 25 years of industry experience, he has consistently driven efficiency improvements by developing applications that automate processes, reduce lead times, and enhance communication through VBA (Excel programming language) and Power BI. His passion for innovation led him to become the national-level Excel Malaysia Champion in 2016, a Microsoft-organized competition testing advanced Excel skills and creativity. His success earned him the honor of representing Malaysia at the Grand Final of the Excel Championship in 2017, where he emerged top in Data Accuracy and Formula Efficiency against the world's best Excel practitioners.



Kuching



Sibü



Miri



Bintulu

Organised
by:



FACULTY OF
BUILT ENVIRONMENT



Powered
by:



POWERING UP (Advance)

with



#EXCELCHAMPMY

6 - 7 August 2026

@ Miri

14 - 15 September 2026

@ Kuching

UNLOCKING THE
SECRET TO



SUPER FORMULA

= IF
= AND/OR
= VLOOKUP
= FINANCIAL



	A	B	C
1			
2			
3			
4			
5			
6	21	36	54
TOTAL	63	127	

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wschong@unimas.my



HRDC SBL-KHAS scheme
NO upfront payment

POWERING UP WITH #EXCELCHAMPMY

DATE & TIME

Miri: 6 - 7 August 2026, 8:30 a.m. - 5:00 p.m.
Kuching: 14 - 15 September 2026, 8:30 a.m. - 5:00 p.m.

COURSE FEES

RM 1,300 / pax (Approved for HRDC Grant Application under SBL-Khas Scheme)

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

LEVEL

Advance

COURSE OUTLINE

Day 1

- Formulas & Function
[Logical (sumif, countif, nested),
Lookup (vlookup, hlookup), Financial]
- Graph & Charts
[Professional, Map]
- Pivot Table
[Pivot Chart, Timeline & Slicer]

Day 2

- Excel 365 Dynamic Formulas
[XLookup, Groupby, PivotBy,
ChooseCols, ChooseRows, VStack]
- Dashboards

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Kuching



Sibu



Miri



Bintulu

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by:



Microsoft Excel Training Registration Form – 2026

COURSE FEES (in MYR):

Modular Training Series	Date	Fees (RM/pax)
Booster @ Miri	4 – 5 August 2026	1,100 (2 days)
Powering Up @ Miri	6 – 7 August 2026	1,300 (2 days)
Booster @ Kuching	7 – 8 September 2026	1,100 (2 days)
Powering Up @ Kuching	14 – 15 September 2026	1,300 (2 days)

GROUP DISCOUNT:

- ✓ **5% discount** for 3 or more pax (or modules) in a single registration.
- ✓ **10% discount** for 5 or more pax (or modules) in a single registration.

REGISTRATION & PAYMENT:

Step 1: Complete this form

Fill in participant and organization details.

Step 2: Submit via Email or WhatsApp

Email: wschong@unimas.my

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

Step 3: Make Payment / Apply HRDC Grant

- **HRDC Claim (SBL-KHAS):** Apply via eTRiS 5 days before training.
- **Manual Payment:**
 - Account Name: UNIMAS Edu Sdn. Bhd.
 - Bank: Maybank Islamic Berhad
 - Account No.: 561239608898
- **Government Agencies:**

Payment via Service Order (SO) or Letter of Undertaking (LOU) is accepted.

Step 4: Send proof of payment, HRDC approval or official SO/LOU to:

aisyah_ubs@unimas.my, wschong@unimas.my

PARTICIPANT DETAILS					
No.	Name/IC no. /Designation	Modular Training Series		Amount (RM)	Total (RM)
1		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
2		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
3		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
4		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
5		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
6		☐ Miri ☐ Kuching	☐ Booster ☐ Powering Up		
	Subtotal:				
	Discount (____%)				
	8% SST:				
	*Please attach a separate list if necessary				
	Grand Total:				

DETAILS OF ORGANISATION (FOR INVOICING)	
Authorised Signature	
Contact Person & Job Designation	
Company Name & Registration No.	
Company Address	
Contact No.	
Email Address	

TERMS & NOTES:

- Payment must be made **at least 5 working days** before the course.
- No refunds for no-shows. Substitutions allowed at no extra cost.
- The organiser reserves the right to amend the program, schedule, venue or trainer if necessary.

