

PowerQuery: Transforming Work Processes in Microsoft Excel



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Excel PowerQuery tool enables you to extract, transform and load data (ETL) very effectively. In this course, you will acquire the knowledge and skills to use PowerQuery, which is far simpler, and straightforward to use when extracting, consolidating, merging data and automating work processes in Excel. Heavy users of Microsoft Excel will find this programme very practical and helpful. Basic knowledge of Microsoft Excel is assumed.



Date and Time

10 May 2023
Wednesday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

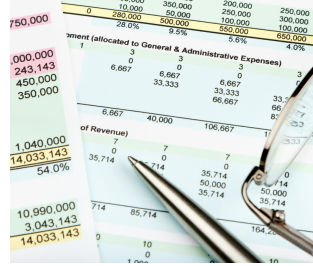
Ms. Chan Phooi Lai



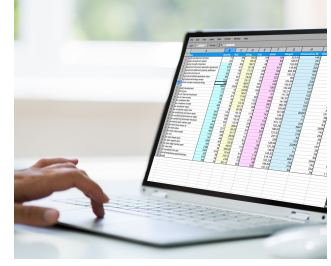
COURSE CONTENTS



WHAT IS POWER
QUERY?



CONSOLIDATE/
APPENDING DATA



DATA CLEANING

GET STARTED WITH
POWER QUERY

MERGING

Introduce our Trainer

Chan Phooi Lai

Ms Chan Phooi Lai has over 12 years of experience conducting IT training programs. She specializes in developing IT courses tailored to financial professionals, particularly in the Microsoft Excel software. Ms Chan has trained more than 1500 financial professional over her 12 years working experience as a trainer and consultant. Ms Chan was involved in financial tasks in ATI Coburg, Australia prior returning to Malaysia.



Click/Scan
for enquiry



Contact Us



Centre for Continuing and
Professional Education



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+601110758530 (whatsapp)



training@tarc.edu.my



<https://www.tarc.edu.my/cpe/>

REGISTRATION FORM

Fees: ☐ Public RM 530.00 per participant (inclusive of 6% Service Tax) ☐ TAR UMT Student/Alumni RM 424.00 per participant (inclusive of 6% Service Tax)

The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

IC No. :

Nationality :

Email:

Mobile No. :

Designation :

2

Name :

IC No. :

Nationality :

Email:

Mobile No. :

Designation :

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology 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 account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :

Designation :

Department:

Email :

Telephone No. :

Mobile No. :

Company Name:

Company Registration No. :

Company Address :

Company Stamp & Signature :

Date :