



# INTERMEDIATE MICROSOFT EXCEL FOR HOSPITALITY INDUSTRY

**Course Date:**  
**7<sup>th</sup>-8<sup>th</sup> Nov 2019**

**RM742**

**Incl SST  
Per Person  
Max 10 Persons  
Small Scale Class**

**Venue**

**LETS TRAINING &  
CONSULTANCY SERVICES**

71-3, Farlim Square, Jalan Pisang  
Embun Kampung Melayu, 11500 Ayer  
Itam, Penang

<https://waze.com/ul/hw0zqdn6rw>

**Registration**

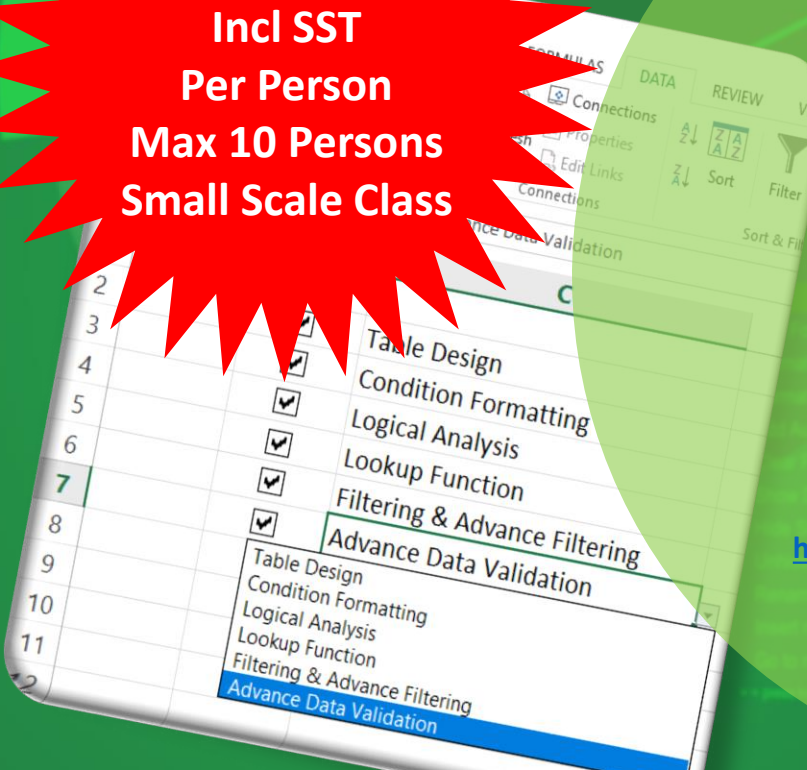


<https://forms.gle/EbKpfm6x4ZMUzb2t8>

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**Organize By:**

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# PROGRAM OVERVIEW

This program had been designed for those who worked in Hotel industry like Income Auditor, Finance Manager, Human Resources, Night Manager, who have to spent a lot of their time in daily excel report.

In this training, we will use the hotel trial balance, daily report, as training material, and learn on the formula and method which able to help you directly in your day to day task.

There will be a lot of exercise module involve in this training in order for you to familiarize on which function/method to use in different situation. From simple function to table design and finally a very basic Macro VBA to help to save some time for your daily task.

# LEARNING OBJECTIVES

1. Familiarize the excel cells, tables naming, tagging and how to use it effectively with some of the basic function (+, -, \*, /)
2. How to design and name/tagging your Data Table
3. How Excel Formula can replace your manual calculation
4. Usage of Conditional Formatting
5. Create simple Macro VBA in excel

# PROGRAM OUTLINE

## DAY 1

1. Creating and familiarization on Microsoft Excel Cell/Table Name, tagging.
2. How to create data listing for expandable data validation use.
3. Creating dependent data validation
4. How to use IF Logical Analysis Function in to help you in your daily work.
5. How to effectively create multi level nested IF Function
6. Condition formatting Base on Cell value

SUM						
	A	B	C	D	E	F
1	Mark	Result				
2	49	Fail				
3	90	Pass				
4	85	=IF(A4<=49,"Fail","Pass")				
5						

## Excel Function Cover On Day-1

- MAX, MIN, AVERAGE
- IF
- INDIRECT
- SUM / SUMIF / SUMIFS
- COUNT/COUNTA/COUNTIF/COUNTIFS

## DAY 2

1. How to use Filter and Advance Filter in excel to make your work easier.
2. How to use VLOOKUP Function in your daily report.

Analysis			Grand Celapela Hotel 4th Quarter Sales	
Month	November			
	Room	F&B		
Cloud	\$ 30,221.00	\$ 11,121.00		
Squall	\$ 26,357.00	\$ 4,693.00		
Zidane	\$ 17,583.00	\$ 5,693.00		
Tidus	=VLOOKUP(K10,\$A\$6:\$I\$14,\$N\$5,FALSE)			
Noctis	\$ 17,251.00	\$ 7,000.00		
Lightning	\$ 17,519.00	\$ 6,321.00		
Barth	\$ 28,934.00	\$ 6,613.00		

3. How to use Simple Basic Macro in Excel.
4. Question & Answer

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