

## Mastering Excel with ChatGPT

**04 June 2025 (Wed), 9.00 am – 5.00 pm**

**Eastin Hotel Penang**

### Overview:

Decode the hidden tricks of Excel with our "ChatGPT & Artificial Intelligence for Microsoft Excel Course" by exploring the use of ChatGPT and artificial intelligence in the Microsoft Excel software. Learn the basic advantages of incorporating AI into Excel functions for better interaction with data. Also, delve into the art of automating tasks and unleash various insights on the data inputs. Besides that, through the ChatGPT & Artificial Intelligence for Microsoft Excel Course, you can learn to perform data cleaning and data analysis and streamline workflows in no time.

### Pre-requisites:

Before starting or enrolling for the ChatGPT & Artificial Intelligence for Microsoft Excel Course, there are some vital prerequisites to consider. One must have a basic understanding of Excel functions and formulas for a quick grasp. Also having access to the ChatGPT 3 version is also vital to get the best out of the ChatGPT & Artificial Intelligence for Microsoft Excel Course. Other notable requirements include having a stable internet connection, and a device with access to the 2016 Microsoft Excel. Nonetheless, your potential interest in learning about this topic and acquiring additional knowledge and skills make this course apt for your career development.

- (a) **Must bring along laptop (with at least MS Excel 2016 installed) and mobile phone/ tablet;**
- (b) Access to MS Excel and ChatGPT;
- (c) Understanding of Excel functions and basic terminologies;
- (d) A stable internet connection

### Who Should Attend:

- (1) Professionals and students aiming to enhance Excel skills for better job prospects and productivity;
- (2) Individuals who are seeking to boost their productivity and save time and efforts;
- (3) Beginners with intermediate experience in Excel;
- (4) Existing Excel users who are looking to fill knowledge gaps or learn advanced features.

### Learning Outcomes:

Upon completion of program, participants will be able to:

- (1) Boost your existing skill set and Excel knowledge with our ChatGPT & Artificial Intelligence Microsoft Excel Course as you learn to squash unnecessary manual work within a few seconds;
- (2) Learn different Excel tricks and tips to present data on a spreadsheet neatly;
- (3) Learn analytical and data manipulation techniques to minimize your workload;
- (4) Gain expertise in Excel formulas and functions to streamline workflows with no hassle, with the ChatGPT & Artificial Intelligence for Microsoft Excel.

### Methodology:

This program will be delivered using multiple methodologies as the program is designed to be theoretical and practical hands-on sessions.

- ✓ Facilitation
- ✓ Theoretical (Lecture style)
- ✓ Live demonstrations
- ✓ Hands-on practical work (technical)
- ✓ Group discussion and presentation

**HRD Corp Claimable Course\***

**Closing date for registration:  
23 May 2025**

**PUBLIC PROGRAM**

**flexiEdge Training PLT**  
Suite 034, Ground Floor,  
Kompleks Eureka, USM,  
Jalan Sungai Dua,  
11800 Gelugor, Penang.  
Tel/ Fax: 604-656 7488

<b>Program Outline</b>	
<b>Day 1:</b>	
9.00 am	Registration Welcome to the program
9.15 am	<b>Module 1: Introduction To ChatGPT &amp; AI for Excel</b> <ul style="list-style-type: none"> <li>How to integrate ChatGPT with Excel</li> <li>After integration, where will it appear in Excel</li> <li>Navigating around ChatGPT tools</li> </ul> <b>Module 2: Built-In Excel Tools</b> <ul style="list-style-type: none"> <li>Understanding existing Excel tools &amp; features</li> <li>Using proper tools and features for correct job</li> <li>Commonly used tools and features</li> </ul>
10.15 am	Morning coffee break
10.30 am	<b>Module 3: Getting Started with ChatGPT in Excel</b> <ul style="list-style-type: none"> <li>Difference between ChatGPT version 3 &amp; 4</li> <li>ChatGPT as an Assistant rather than problem solver</li> <li>Basic prompt engineering</li> </ul> <b>Module 4: Advanced Formulas with ChatGPT for Excel</b> <ul style="list-style-type: none"> <li>Generate complex formulas quickly</li> <li>Explain how different formulas work</li> <li>Diagnose and fix formula errors</li> </ul>
12.00 pm	Lunch
1.00 pm	<b>Module 5: Data Cleaning and Transformation With ChatGPT</b> <ul style="list-style-type: none"> <li>Quickly remove duplicates &amp; redundant data</li> <li>Help standardize inconsistency</li> <li>Assist in filling and correcting data points</li> </ul> <b>Module 6: Data Analysis with ChatGPT</b> <ul style="list-style-type: none"> <li>Suggest an appropriate method to analyze data</li> <li>Help interpret trends and patterns in datasets</li> <li>Create a detailed Pivot Table for summarizing data</li> </ul>
3.30 pm	Afternoon coffee break
3.45 pm	<b>Module 7: ChatGPT And Macro</b> <ul style="list-style-type: none"> <li>Write VBA code to automate repeating tasks</li> <li>Simplify routine workflows with automated Macros</li> <li>Create shortcut keys for faster code execution</li> </ul>
5.00pm	Program ends for Day 1

*\*Please note that this is a **Public** program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under HRD Corp Claimable Courses.*

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### Course Leader

**Mr. Nasruddin Sultan** has been extensively knowledgeable as an IT Trainer. He possesses expert-level information technology knowledge and consistently keeps current with newly changing technology. He also has excellent interpersonal and presentation abilities and knows how to impart highly technical information in a manner that is easy to understand for trainee. He has Master's degrees in Information Technology with strong writing skills and over 23 years of experience working as an IT full-time Trainer.

#### Highlights

- ✓ Excellent presentation skills with great public speaking ability.
- ✓ Strong time management skills and is highly organized.
- ✓ Good verbal and written communication skills in English.
- ✓ Has excellent interpersonal skills.
- ✓ Expert technical abilities and strong IT skills.
- ✓ Sound knowledge of Information Technology.
- ✓ Good ability to teach technical information in layman's terms.
- ✓ Good training program development and design.
- ✓ Flexibility allows extensive travel to various corporate office locations around the Globe

#### Academic and Professional Certification

- ✓ Master of Science In eBusiness (The University of Bolton, UK) majoring in Information & Communication Technology, minoring in e-Commerce & m-Commerce Technology
- ✓ Microsoft Certified Solution Associate
- ✓ HRDF Certified Trainer
- ✓ Oracle Certified Administrator
- ✓ Microsoft Certified Trainer
- ✓ RedHat Certified System Administrator
- ✓ RedHat Certified Engineer
- ✓ RedHat Certified Instructor

Programs conducted by Nasruddin Sultan:

Operating System	Data Analysis
Microsoft Windows Server (201x & 201x)	Excel Dashboard
Microsoft Windows 8 & 10	Power BI
MS-Active Directory	Power Pivot & Power Query
Sun Solaris 9 & 10, IBM AIX 5.1L & HP-UX	Pivot Table Management
RedHat System Administration 8.x	Tableau for Data Visualization
RedHat Advanced Administration 8.x	Python for Data Analytics
RedHat Network Administration 8.x	
Windows Azure	Database Systems
	Microsoft SQL Server 201x
Mobile Development	Oracle 11G & 12C
Android Mobile App Development	MySQL
	T-SQL Querying SQL Database
Applications	
MS-Access / MS-PowerPoint	Programming/Development
MS-Word	Visual Basic.Net
Photoshop	ASP.Net

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<p>Crystal Report Microsoft Project Microsoft Visio Excel Macro Excel VBA</p> <p>Messaging Systems Microsoft Exchange (201x) SendMail / Postfix</p> <p>Cloud System Windows Azure Google Cloud Office 365 Cloud Essentials Amazon Web Services</p>	<p>C#. Net Java Perl, Python, Unix/Linux Shell Scripting PL/SQL (Oracle)</p> <p>Security Network &amp; Cloud Security Security+ Cyber-Security (CYSA) Cyber Safe</p> <p>Virtualization Products VMWare ESXi 6.x RedHat Openstack</p> <p>Hardware PC troubleshooting CCNA (Routing &amp; Switching) CompTIA+</p>	
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#### Investment / Participation Fees

**RM 864.00 (inclusive 8% SST) per participant**

#### REGISTRATION FORM



**Mastering Excel with ChatGPT**  
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**Eastin Hotel Penang**



No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				
4				
5				
6				

#### Registration Submitted By:

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

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**Registration Process & Payment Method:**

- (1) Please note that this program is registered under **HRD Corp Claimable Course (SBL-Khas)**. **Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.**
- (2) Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)
- (3) flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- (4) Employer/Company needs to submit training grant application to HRD Corp before program date commencement. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration Form).
- (5) Employer/ Company and flexiEdge Training PLT to sign and stamp the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.

**For Self-Sponsored Participants\*:**

Enclosed herewith Cheque/ Bank Draft (No. \_\_\_\_\_) amounting to RM \_\_\_\_\_ for ( ) participant(s), crossed and made payable to "**flexiEdge Training PLT**" OR Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.

**\*For self-sponsored participant(s), registration will only be confirmed if full payment is received before commencement of program.**

**Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)**

**For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-656 7488/ 012-479 8377/ 013-588 3355**

**Terms and Conditions**

1. Registration/ Participation fees are inclusive of hard copy program materials, refreshments, lunch and certificate of attendance.
2. Program confirmation will be given through email before the program date.
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.  
(b) No cancellation is allowed once our program confirmation is emailed to you. However, **if registered participant is unable to attend, only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at [www.flexiedge.com.my](http://www.flexiedge.com.my)