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Co. No. 1708465-U HRDF/PSMB No. 3231

Who we are

Avimur Solutions ("AVIMUR") is a Malaysian incorporated company specializing in conducting in-house corporate training programs on improving decision making and reporting skills of employees by providing technical hands-on training on increasing productivity levels, and enhancing decision making skills using tools such as Microsoft Excel for the purpose of data analysis, tabulation and finally presenting it in a meaningful format.

Some of our 2-day programmes:

- Microsoft Excel Tips & Techniques for Increasing Office Productivity (*Intermediate*)
- Mastering Advanced Excel Tools for Management Decision Making (*Advanced*)
- Creating & Analyzing Databases using Microsoft Excel (*Intermediate to Advanced*)
- Utilizing Microsoft Excel for Human Resources Management (*Intermediate to Advanced*)
- Application of Microsoft Excel's Financial Functions and Formulas (*Intermediate to Advanced*)
- Cost Reduction Strategies using Excel Toolkits (*Intermediate to Advanced*)
- Financial Analysis and Modeling using Excel (*Advanced*)
- Mastering Presentation Techniques using Microsoft Excel Charts and PowerPoint (*Intermediate to Advanced*)

Palani Murugappan (Principal Trainer)
Mobile: 012 212 5422
Email: palani@avimursolutions.com

How will you benefit

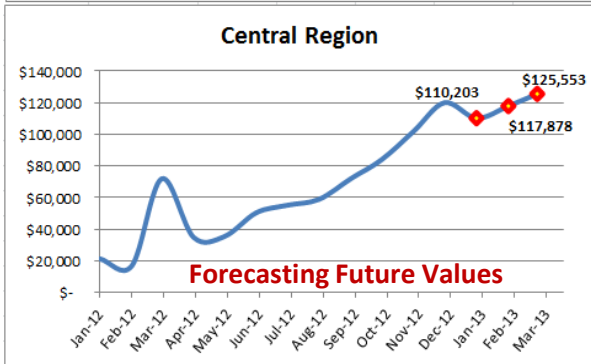
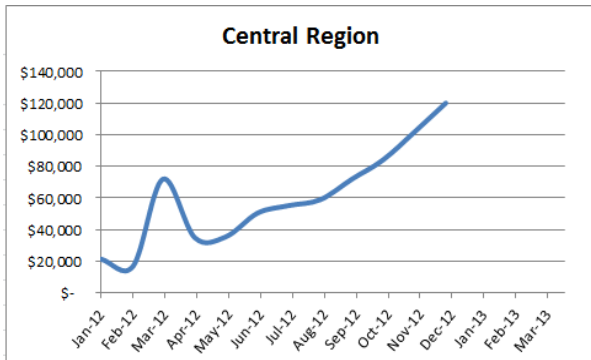
Participants attending any of our programs will benefit by saving significant time in creating various types of reports that requires the use of various features and functions; learn to analyze data more in-depth and identify patterns or trends emerging; master the various types of charts that can be used in presentations; manipulate and present data to better serve your audiences; understand techniques in making a presentation better by applying the "wow factor".

Trainer's Profile

Palani Murugappan has been in the training industry since 2000 and is a PSMB/HRDF certified trainer who shares with participants his knowledge and experience culled over 20 years of involvement in the software application and training industry. He has written over 50 books on various software applications ranging from Microsoft Windows, Microsoft Office Suite, Internet, Adobe publishing software to AutoCAD.



Example screen captures of expected learning outcome from some of our programmes:



Calculating anticipated Sales value

	A	B
1	Salesmen Report	
2		\$
3	Quarter 1	25,500
4	Quarter 2	19,700
5	Quarter 3	23,600
6	Quarter 4	
7		
8	Average Sales per Quarter	
9		
10	Question:	
11	What should the value of Quarter 4 be if	
12	Average Sales per Quarter is 25000?	

Multiple options within a single cell

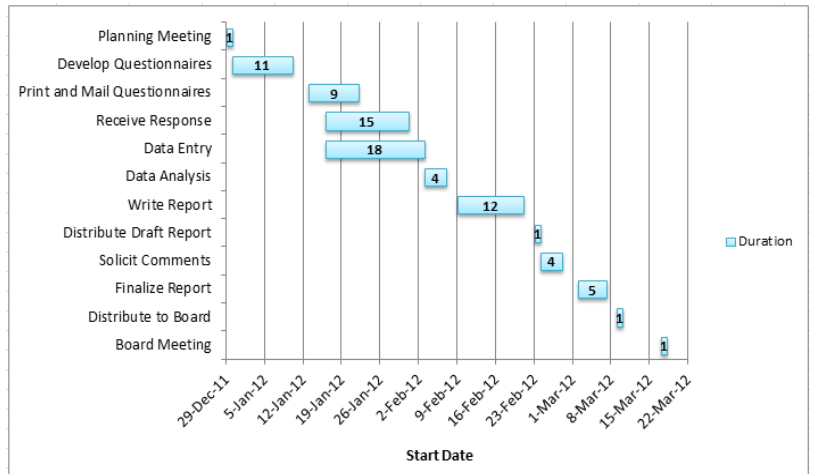
	A	B	C	D	E	F	G
1	Dept	Name		Dept	Sales	Finance	HR
2	Finance	F3		Sales	S1	F1	HR1
3		F1		Finance	S2	F2	HR2
4		F2		HR	S3	F3	HR3
5		F3			S4	F4	
6		F4			S5		

	A	B	C	D	E	F	G
1	Dept	Name		Dept	Sales	Finance	HR
2	Sales	F3		Sales	S1	F1	HR1
3	Sales	F1		Finance	S2	F2	HR2
4	Finance	F2		HR	S3	F3	HR3
5	HR	F3			S4	F4	
6		F4			S5		

Name does not exist in Dept - thus highlighted in red!

Rounding up large numbers

	A	B	C	D	E	F
1	9100567.95	9,100,568	Rounded to 0 decimal place			
2		9,100,570	Rounded to the nearest 10 th			
3		9,100,600	Rounded to the nearest 100 th			
4		9,101,000	Rounded to the nearest 1000 th			
5		9,000,000	Rounded to the nearest 1000000 th			



Loan Amortization Table

Loan Data	
Original Principal	\$ 200,000
Loan Term (Years)	30
Annual Interest Rate	6.75%
Payments per Year	12
Payment Amount	\$ 1,297.20

Month	Payment	Interest	Principal	Balance
0				\$200,000.00
1	\$ 1,297.20	\$ 1,125.00	\$ 172.20	\$199,827.80
2	\$ 1,297.20	\$ 1,124.03	\$ 173.16	\$199,654.64
3	\$ 1,297.20	\$ 1,123.06	\$ 174.14	\$199,480.50
4	\$ 1,297.20	\$ 1,122.08	\$ 175.12	\$199,305.38
5	\$ 1,297.20	\$ 1,121.09	\$ 176.10	\$199,129.28
6	\$ 1,297.20	\$ 1,120.10	\$ 177.09	\$198,952.19

Monthly Payment Interest Payment Principal Payment

Calculating Project Timelines

	A	B	C	D
1	Start Date	18-Apr-07		Holidays
2	No. of work days		60	15-May-07
3	End Date	Wednesday, July 11, 2007		30-May-07
4		Monday, July 16, 2007		01-Jun-07
5				10-Jun-07
6				
7	Start Date	18-Apr-07		
8	End Date	30-Aug-07		
9	No. of work days		97	
10			94	

Formatting display of numbers

	A	B	C	D	E
1	8.20412E+11	IC No when keyed-in, displayed as scientific format			
2		How to display it as below?			
3		820412-08-5462			

	A	B	C	D	E
1	820412-08-5462	IC No when keyed-in, displayed as scientific format			
2		How to display it as below?			
3		820412-08-5462			