

# REGISTRATION FORM

## Effective Planning & Cost Reduction Methods 2-Day Workshop

### FOR OFFICE USE ONLY

Registration ID

Date Received

Payment Mode  1  2  3

Received by

Full Name \_\_\_\_\_

Co./Org. \_\_\_\_\_

Designation \_\_\_\_\_

Mobile no \_\_\_\_\_

Email \_\_\_\_\_ Facebook ID \_\_\_\_\_

Billing Add. \_\_\_\_\_

Agent's Code \_\_\_\_\_ Agent's Name/Company \_\_\_\_\_  
(if applicable) (if applicable)

**PACKAGE** please tick (✓) where appropriate:

Type	Fee (RM)	Confirmation
Effective Planning & Cost Reduction Methods: 2-Day Workshop		<input type="checkbox"/>

**PAYMENT MODE** please tick (✓) where appropriate:

**1 Cash Cheque** payable to UCSI EXTENSION SDN BHD  
Cheque no. \_\_\_\_\_ Date \_\_\_\_\_

**2 Direct Cash Payment**  
Cash Receipt no. \_\_\_\_\_ Date \_\_\_\_\_

**3 Cash Direct to Bank Account**  
Account Name: UCSI Extension Sdn Bhd  
Bank Name: Maybank Berhad  
Account no.: 5142-8041-8724

### TERMS & CONDITIONS

**Registration:**  
Full payment is required before workshop begins.

**Confirmation of Registration:**  
A receipt will be issued via email upon confirmation of full payment.  
Registered delegates will need to show proof of receipt on workshop day.

**Substitution / Cancellation:**  
There is no refund for cancellations, however, substitution of name(s) is allowed.

**Registration Deadline:**  
Seven (7) days before the date of the workshop.

*Yes, I fully agree and accept the terms and conditions of this programme.*

----- (signature)  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return this completed form to:

UCSI Extension Sdn Bhd (533426 U)  
3rd Floor, Block J, Lot 12734, Jalan Choo Lip Kung  
Taman Taynton View, Cheras, 56000, Kuala Lumpur, Malaysia.  
Tel: +6 03 9101 8880 ext. 5050 Fax: +6 03 9130 0587  
Email: info@ucsiextension.com

**+6 03 9101 8880**  
ext.5050



# Effective Planning & Cost Reduction Methods

## 2-DAY WORKSHOP

Designed by Professionals for Professionals™

- Hands-on and practical
- Case study Approach
- Applies to all industries
- HRDF Claimable

A complimentary copy for each **Sign-up!\*** worth RM 30.00

\*Terms & conditions apply

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# Effective Planning & Cost Reduction Methods 2-Day Workshop

Many finance and accounting professionals are well-versed in subject matter but often find it a hindrance in the application of financial theory and principles when putting them into practical application using Microsoft Excel.

The programme begins with the basics of finance terms such as, DCF, time value of money and eventually moving on to other key areas. Basically, a financial function in Excel performs a common business calculation involving money. This includes calculations of loan repayments, calculation of the interest and principal portion of a loan, and determining various aspects of depreciation. Decisions are then made based on the calculated value. Participants will be shown various financial functions in this 2-day workshop and learn to appreciate the power of Excel in performing these calculations.

## Target Participants:

This programme caters for all finance and accounting practitioners who want to have an edge by learning to apply the various financial functions Excel offers. It is also applicable to anyone who deals with finance in the course of work, or who has an interest in using Excel more effectively.

## The Trainer:

Palani Murugappan shares with participants his knowledge and experience culled from over 20 years of involvement in the software application and training industry. Today, Palani is a professional trainer who specializes in the areas of increasing office productivity and efficiency skills of employees using Microsoft Office by showing participants how they can best exploit Office applications rather than learning how to use them.

One of Palani's favorite past time passions is writing. Today, in a personal capacity, this has evolved to a stage where he has written over 50 books on various software applications ranging from Microsoft Windows, Microsoft Office Suite, Internet, Adobe publishing software to AutoCAD. His books are popular as he illustrates most instructions with an appropriate screen capture to reinforce the learning curve.

Amongst Palani's more popular selling book titles are Internet Simplified; Microsoft Excel Functions for the Daily User; Microsoft Excel Statistical and Advanced Functions for Decision Making; Mastering Presentation Skills using Microsoft PowerPoint; Microsoft Office 2007 and 2010 Simplified series; and Malaysian Websites.

Palani did his undergraduate studies in Mathematics (majoring in Computer Science and Statistics) and an MBA (E-Commerce) from Australia. He also holds the Chartered Institute of Marketing Diploma from the UK.

## 2-Day Workshop Structure:

### A BASIC REFRESHER ON TERMINOLOGY AND OTHER FEATURES

- Edit and copy formulas
- Using AutoFill, AutoFit and AutoComplete
- Application of functions such as SUM, SUMPRODUCT, SUMIF, COUNT,
- COUNTBLANK, AVERAGEIF
- Usage of absolute and relative cell referencing (\$ signs within formulas)

### UNDERSTANDING LOGICAL STATEMENTS

- Using the IF function for comparison purposes based on a true or false condition - what happens then?
- Application of AND, OR and NOT functions

### DISCOUNTED CASH FLOW ANALYSIS

- Understanding the process of cash flow
- Appropriate course of action to be taken
- Time value of money
- Analysis using NPV, XNPV, IRR, MIRR and XIRR functions

### LOAN REPAYMENT CALCULATIONS

- Using the PMT, IPMT and PPMT Financial functions to calculate loan repayments, interest and principal portion of payments

### FINANCIAL FUNCTIONS BASED ON CALCULATIONS OF INTEREST RATE

- Understanding the use of RATE function

### WORKING WITH OPPORTUNITY COSTS

- Learning to use the PV and FV functions
- Interpreting the results of the above calculated functions

### WORKING WITH INVESTMENT CALCULATIONS

- Using the NPER function to calculate the period required for an investment to grow from one amount to another

### WORKING WITH DEPRECIATIONS

- Usage of the SLN, SYD, and VDB functions for calculating various aspects of depreciation