

Schedule of the day

July 12, 2012

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| 8.00 am | Registration / Software installation |
| 8.30am | Data Mining using MS Excel |
| 10.30 am | Tea Break |
| 11.00 pm | Data Manipulation and Analysis Using MS Excel and Basic SPSS Export Features |
| 1.00 pm | Lunch, Rest & Relax |
| 2.00 pm | Basic Data Entry using SPSS |
| 3.30pm | Art of formatting pre-formatted report Using Microsoft words. |
| 5.00 pm | Tea and Closing |

Course fasilitator:
Dr Zainal Fitri Zakaria & Dr Suhazeli Abdullah



*Family Medicine
Specialist Association
of Malaysia*

Researcher Soft Skill in Analyzing Data & Preparing Report

July 12, 2012

**BEST WESTERN Wana Riverside
Hotel, Melaka**



Family Medicine Specialist
Klinik Kesihatan Marang
21600 Marang
Terengganu

Dr Suhazeli Abdullah,
IT Sub-committee

IT Soft Skill for Medical Professionals



We Are Enemy to things of What We Do Not Know?

Wish your report can be done faster?
Wish to analyze your data a lot quicker?
Are you wondering how you could have done all that a lot easier?

Do you know with a bit of knowledge using common computer software in your computer could help you to achieve that?

Well, now you can!

Family Medicine Specialist Association is now offering you a chance to learn and improve your skills using Microsoft Office as a tool to help you in performing everyday yet essential reporting tasks. Perhaps it may become another exciting activities in your daily routines by learning new and more efficient way of doing your tasks.

Who Should Attend?

- Specialists
- Medical Officers
- Master Students
- Pharmacist
- Nurses/Assistant Medical Officer
- Non Governmental Organization representatives
- Private Practitioners



One Million Skills

What you will learn?

- How to analyze data using MS Excel
- How to do pivot table and its important
- How to create an eye-catching chart.
- How to do simple STATISTICAL analysis functions.
- How to export MS Excel raw data to SPSS
- How to save in other format eg. PDF
- How to send automated files in MS Office using Mail Merge
- How to prepare your report outline, table of contents, list of figures and list of table in seconds.

What skill you will acquire?

- Data cleaning and remove duplicates in MS Excel
- Setup the Look up values and links
- Different ways of saving the words
- Setting printing area, repetitive column and row.
- Using Mail Merge features
- Use external image in a chart.
- Combine two different charts.
- Install PDF converter from Microsoft
- Different ways of inserting formula and functions.
- Create password protected words
- Create preformatted Table of Contents, Indexing and Table of Figure.

What you can do? (Hands on project)

- Format "anemia report" using TOC, TOF and etc.
- Creating mail merge to all Diabetic patient using existing data.
- New way to do research and using Endnotes Software.
- And many more exercise!

Register Now!

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BEST WESTERN Wana Riverside Hotel, Melaka

REGISTRATION FEE
RM 200 (FMSA Members)
RM250 (Non FMSA Members)

Name _____

Address _____

FMSA Member Yes No

Phone _____ Email _____

Method of Payment

- Check
- LO
- Cash
- Money Order
- Bank Draft
- Paypal. (please give your valid email)

The available seat are limited to 40 participants only.

Closing date:
July 7, 2012

All cheques / postal order / bank draft / LO should be addressed to : "Persatuan Pakar-Pakar Perubatan Keluarga Malaysia". Maybank Account: 512389700355, Cawangan Balakong, Hulu Langat, Selangor.

Send your registration form to:

Signature _____

	IT Sub-committee
<p>Family Medicine Specialist Klinik Kesihatan Marang 21600 Marang Terengganu</p> <p>Phone: 09-6099333 Handphone: 0199563653 Fax: 09-6098512 E-mail: suhazeli@yahoo.com</p>	

Online Registration: <http://researchersoftskill.blogspot.com/>