



# MICROSOFT EXCEL

(Advanced)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- Finance Personnel
- IT Personnel
- Administrative Personnel

**Pre-requisite: Participants should have basic knowledge of MS Excel**

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

## DURATION

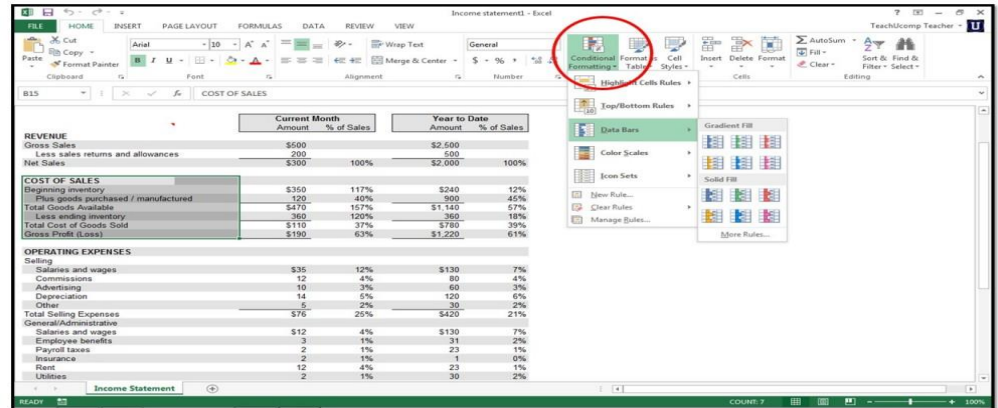
- 2 Days

## COURSE FEE

- RM 400.00

Course fee is inclusive of GST @ 6%

**SBL Scheme Claimable**  
(Subject to HRDF approval)



## INTRODUCTION

Microsoft Excel Advanced is suitable for experienced users for Microsoft Excel. The 2 days program enables participants managed electronic spreadsheet for storing, organizing and manipulating data. You can create account summaries calendars, keeping a timetable and mathematical manipulation for a large volume of data.

## OBJECTIVE

Upon completion of the course, participants will be able to: -

- Manage reporting list
- Consolidate data
- Using conditional formatting
- Link workbooks
- Using What-If Analysis
- Applying Lookup functions

## COURSE CONTENTS

- Chapter 1 - List
- Chapter 2 - Managing Reporting List
- Chapter 3 - Creating Summary Report
- Chapter 4 - Data Consolidation
- Chapter 5 - Comment
- Chapter 6 - Format a Worksheet
- Chapter 7 - Using Link & Protecting a Workbook
- Chapter 8 - What-If Analysis
- Chapter 9 - Scenario Manager
- Chapter 10 - Lookup Functions
- Chapter 11 - Introduction to Pivot Table

## ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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