



# MICROSOFT EXCEL

(Elementary & Intermediate)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Finance Personnel
- Administrative Personnel

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

## DURATION

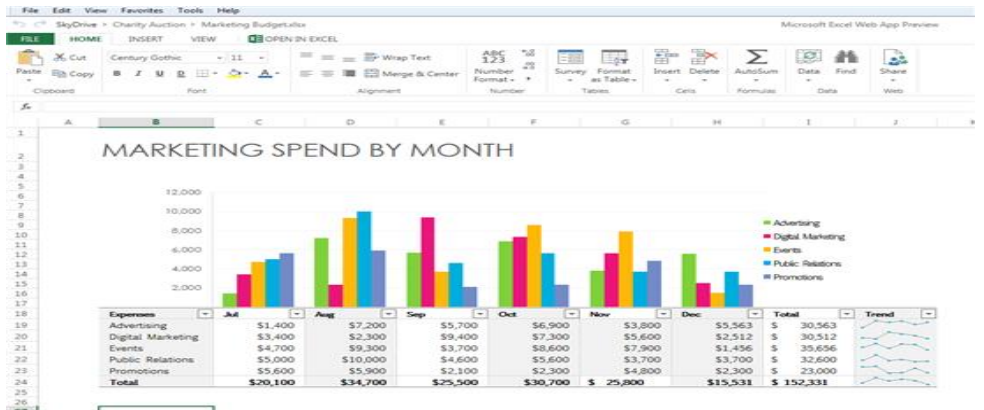
- 2 Days

## COURSE FEE

- RM400.00

Course fee is inclusive of GST @ 6%

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



## INTRODUCTION

Microsoft Excel is an electronic spreadsheet application that allows you to track, manage, perform of calculations on and analyze any type of data. Excel can be a valuable tool in helping you to keep your program organized and efficient.

## OBJECTIVE

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

- Know how to enter data in tabular form and to perform a large variety of computations for the data
- Store and retrieve data
- Manage and formatting worksheet
- Using graphics
- Create graphical charts

## COURSE CONTENTS

- Chapter 1 - Getting Started
- Chapter 2 - Create & Save a Workbook
- Chapter 3 - Managing Document Files, Autofill, Managing Worksheets
- Chapter 4 - Formatting a Worksheet
- Chapter 5 - Calculate Your Data
- Chapter 6 - Functions
- Chapter 7 - Graphics
- Chapter 8 - Inserting Pictures & Wordart
- Chapter 9 - Charts
- Chapter 10 - Presenting & Printing

## 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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