



MICROSOFT EXCEL

(ENHANCING PIVOT TABLE)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Advanced Excel users
- Accounts personnels
- Administrative personnels

Pre-requisite: Students should be proficient in basic Excel concepts and have a thorough understanding of basic Excel functions.

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

DURATION

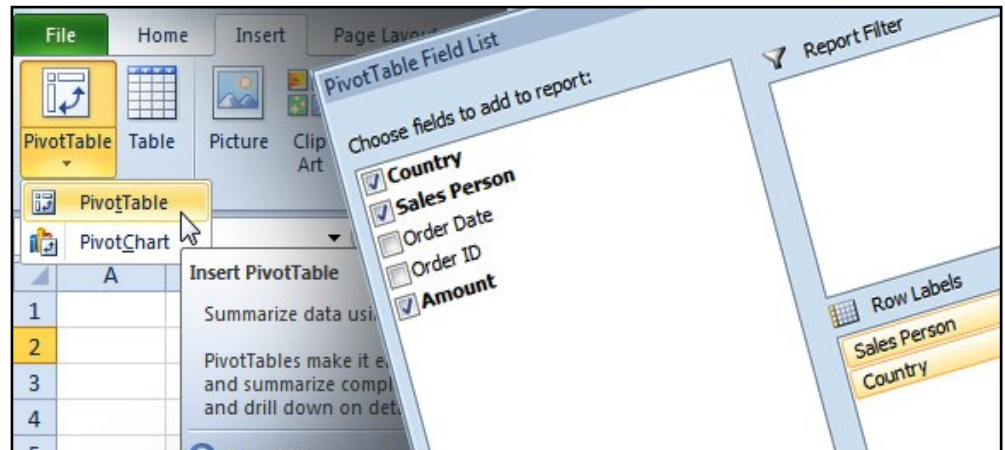
- 1 Day

COURSE FEE

- RM 660.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

A pivot table allows you to create an interactive view of your data set. With a pivot table report, you can quickly and easily categorize your data into groups, summarize large amounts of data into meaningful information, and perform a wide variety of calculations in a fraction of the time it takes by hand. You can interactively drag and drop fields within your report, dynamically changing your perspective and recalculating totals to fit your current view.

OBJECTIVES

By the end of the course participants should be able to:

- Create a Pivot Table
- Customize a Pivot Table
- Create a Calculated Field / Item in a Pivot Table
- Create a Pivot Chart
- Edit and Format A Pivot Chart

COURSE CONTENTS

- Chapter 1 – Introduction to the Pivot Table
- Chapter 2 – Manipulating the Pivot Table
- Chapter 3 – Advanced Pivot Table Options
- Chapter 4 – Calculations in the Pivot Table
- Chapter 5 – Pivot Chart

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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