



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 Microsoft Excel

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

DURATION

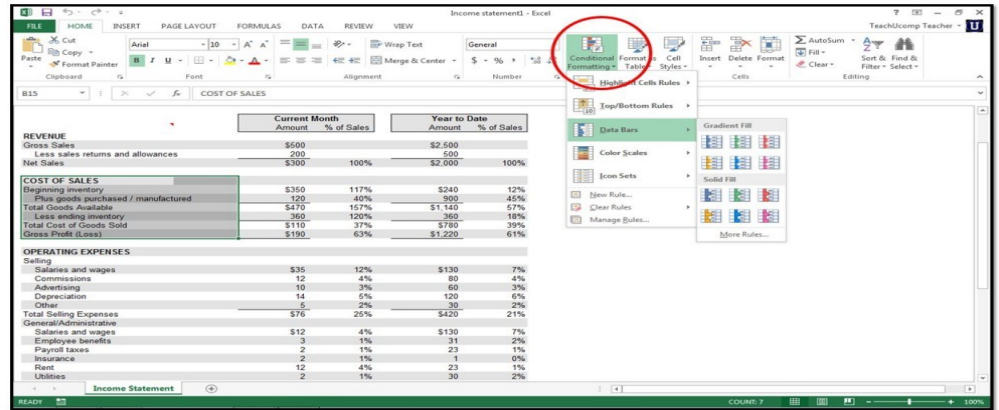
- 2 Days

COURSE FEE

- RM 450.00

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 time-table and mathematical manipulation for a large volume of data.

OBJECTIVES

By the end of the course participants should 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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