

MICROSOFT EXCEL (Advanced)

SPREADSHEET

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.

OBJECTIVE

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

- Manage reporting list
- Using Pivot Table
- Consolidate data
- Using Template
- Linking in spreadsheets
- Create and apply macros in spreadsheet

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- IT Working Adults
- IT Professionals
- Officers
- Administrative Staff

ABOUT SAINS

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.

COURSE CONTENTS

- Day 1**
- Lesson 1 - List
 - Lesson 2 - **Managing reporting list**
 - Lesson 3 - **Creating summary report**
 - Lesson 4 - **Pivot table**
 - Lesson 5 - **Data Consolidating**
 - Lesson 6 - **Text Note**
 - Lesson 7 - **Template**
- Day 2**
- Lesson 8 - **Using Link**
 - Lesson 9 - **Protecting a Workbook**
 - Lesson 10 - **Macros**
 - Lesson 11 - **What-If Analysis**
 - Lesson 12 - **Scenario Manager**

DURATION : 2 Days

COURSE FEE : RM250.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

SBL Scheme Claimable

TRAINER'S PROFILE

Jennifer Jin Foh experience is both comprehensive and varied in SAINS. Been in the training and education section, she is much of which due to her extensive involvement with IT training. As the main trainer for SAINS, she conducts IT trainings, workshops and professional development courses for customers from Government Sectors, Statutory Bodies and private companies. Jennifer's illustrious career has developed throughout many years of conducting training as well as maintaining and troubleshooting computer facilities in the Training Centre. Regularly pursuing her own self development, Jennifer is highly motivational with excellent interpersonal skills qualities. A highly logical and analytical mind enables her to confidently and competently teach and take the necessary holistic approach when addressing the underlying issues problem solving and decision making situations. She is also appointed as a test administrator for PROMETRIC and PEARSON VUE Testing Centre.