

**MICROSOFT EXCEL (Elementary & Intermediate)**

**SPREADSHEET**

**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 on that data
- Store and retrieve data
- Manage and formatting worksheet
- Using graphics
- Create graphical charts

**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 - **Getting Started**
  - Lesson 2 - **Introduction to MS Excel**
  - Lesson 3 - **Create & Save a workbook**
  - Lesson 4 - **Using Autofill**
  - Lesson 5 - **Managing Document Files**
  - Lesson 6 - **Managing Worksheet**
  - Lesson 7 - **Formatting a Worksheet**
  - Lesson 8 - **Presenting & Printing**
- Day 2**
- Lesson 9 - **Graphics**
  - Lesson 10 - **Using graphics**
  - Lesson 11 - **Chart—Part I**
  - Lesson 12 - **Chart—Part II**

**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.