



# MICROSOFT EXCEL 365

## Elementary & Intermediate




Excel 365 is the spreadsheet application in the Microsoft 365 suite. In this course, you will explore the Excel 365 interface and create spreadsheets. Key concepts covered in this course include accessing the application and exploring the interface, which features a ribbon with multiple tabs, a status bar, and a Quick Access Toolbar with multiple tools for visualizing your spreadsheet data. You will also learn how to add data to a spreadsheet, copy and paste data into a spreadsheet, resize columns and rows; and delete items from a spreadsheet. You will also look at how to insert one of the built-in formulas from the Function library to perform calculations on your data. In addition, you will learn how to create and manipulate chart from your data.





**Claimable  
Under  
Scheme  
SBL**


### **SAINS – PPKS (Training Centre)**

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## Course Content

- ☑ Getting started
- ☑ Create & save a workbook
- ☑ Managing document files, autofill, managing worksheets
- ☑ Formatting a worksheet
- ☑ Calculate your data
- ☑ Functions
- ☑ Graphics
- ☑ Inserting pictures & WordArt
- ☑ Charts
- ☑ Presenting & printing

## Learning Outcomes

- ☑ Learn the basics of creating, editing, and saving spreadsheets.
- ☑ Learn formatting options to make data more readable and emphasize important sections.
- ☑ Understand the difference between Formulas and Functions, and how to use both to calculate required data.
- ☑ Recognize how to organize and display data in Charts, improving the visual readability of data trends.



## WHO SHOULD ATTEND

- Manager
- IT Personnel
- Admin Personnel



## METHODOLOGY

- Screen Projection
- Lecturing
- Practical



## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft 365 Excel Program



## COURSE DURATION

- 2 Days



## COURSE FEE

- RM600.00

## IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact [agnes@sains.com.my](mailto:agnes@sains.com.my) or **082-366499** for further discussion.

## TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.