

MICROSOFT EXCEL 365 Advanced

In this course, training participant get to learn features and tools present in Microsoft Excel 365 to manage data. They will apply advanced analysis techniques to more complex data sets as well as apply visual elements and advanced formulas to a spreadsheet.


SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,

Jalan Canna, Off Jalan Wan Alwi,

Tabuan Jaya, 93350 Kuching. Sarawak.

 (60) 82-366499 / 480912

 training@sains.com.my

 (60) 82-360522

 www.sains.com.my



Claimable
Under
Scheme
SBL

Course Content

- ➔ Creating List
- ➔ Managing & Reporting List
- ➔ Creating Summary Report
- ➔ Data Consolidation
- ➔ Using Comment
- ➔ Format a Worksheet
- ➔ Using Link & Protecting a Workbook
- ➔ What-If Analysis
- ➔ Scenario Manager
- ➔ Lookup Functions
- ➔ Introduction to Pivot Table

Learning Outcomes

- ➔ Know how to manage records by sorting and applying advanced filter.
- ➔ Learn to create summary report using subtotals features.
- ➔ Consolidating data from multiple worksheets.
- ➔ Understand What-If Analysis and how to apply it on Data Table.
- ➔ Learn to link within Excel and with other application.



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

- RM500.00

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 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.