

MICROSOFT EXCEL 2019

ELEMENTARY & INTERMEDIATE




"Learn the basics of Excel, one of the most popular data analysis tools, to help visualize and gain insights from your data".

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.


That's all well and good, but what are spreadsheets used for? Almost everything. Spreadsheets are extraordinarily powerful tools, and are used frequently in the business world to store and manipulate data.

SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),
New Admin Block PPKS, Level 1,
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**Claimable
Under
Scheme
SBL**

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

- Know how to enter data in tabular form and to perform a large variety of computations for the data
- Store and retrieve data
- Learn to manage and formatting worksheet
- Creatively using graphics in spreadsheet
- Create graphical charts
- Presenting & printing

WHO SHOULD ATTEND



- IT Personnel
- Finance Personnel
- Admin Personnel

METHODOLOGY



- Screen Projection
- Lecturing
- Practical

SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft 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.