

MS EXCEL 2007 – ADVANCE: 15 – 16 FEB 2012

COURSE OUTLINE

COURSE OVERVIEW

This course has been developed for participants to acquire advance skills and knowledge of the spreadsheet and calculation. It covers working with workbooks, data and named range and creating and using excel lists. It also covers more advance topics such as displaying and formatting data, auditing a workbook, using data analysis tools and features, sharing workbooks, creating, customizing and using templates and customizing the excel environment.

DURATION / TIME

2 days 9:00 am – 5:00 pm

VENUE

PSDC Campus, Semambu Industrial Park, Kuantan,
Pahang Darul Makmur

FEE

RM400.00 per participant

- Claimable with HRDF under SBL Scheme
- Inclusive of refreshments, lunch and notes

FEE UNDER SMECORP GRANT (PSDC SME COMMUNITY MEMBER ONLY)

RM120.00 per participant. Terms Apply.

DAY 1

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| 09.00 am | WORKING WITH WORKBOOKS |
| 10.15 am | BREAK |
| 10.30 am | WORKING WITH DATA & NAMED RANGE CREATE & USING EXCEL LISTS |
| 01.00 pm | LUNCH |
| 02.00 pm | DISPLAYING & FORMATTING DATA AUDITING A WORKBOOK |
| 05.00 pm | BREAK AND END OF DAY 1 |

DAY 2

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| 09.00 am | USING DATA ANALYSIS TOOLS & FEATURES |
| 10.15 am | BREAK |
| 10.30 am | SHARING A WORKBOOK |
| 01.00 pm | LUNCH |
| 02.00 pm | CREATING, CUSTOMIZING & USING TEMPLATES CUSTOMIZING THE EXCEL ENVIRONMENT |
| 05.00 pm | CERTIFICATE CEREMONY, BREAK & END OF SESSION |

COURSE TRAINER

Zainab binti Semaon is a full-time ICT lecturer. She has been a lecturer more than 10 years. Her involvement in ICT short courses is really needed and until now, she trained more than 2000 participants from multi companies such as Petronas, BASF, SCOMI Oiltools, Perwaja and SME Companies.