

Up Coming Course

RM350

Time: 9am - 5pm

Duration: 14 Hours



Microsoft
Excel I

Why and for who?

Excel is a very powerful spreadsheet that can perform large numbers of calculation. It gives you the tools you need to manage your business data, turn your data into information and analyze, communicate, and share your results.

This course will give you the fundamental skills for building workbook, creating worksheet, putting formula, drawing chart in Excel. After this course, you can easily create and modify spreadsheets and will become familiar with Excel to manage your business data, such as budgeting, forecasting, business analysis, cash flow statement...

What will you learn?

During the training, you will have hands-on practice in: [See What Are Covered](#)

- Building Workbook
 - Protect workbook with password, etc
- Creating Worksheet
 - Quick Data Entry with features such as **AutoFill**, **AutoComplete**
 - Use Formula such as Average, Sum, IIF
 - Check Spelling
 - Use **AutoCorrect**
 - Link Data
 - Data Validation, etc
- Editing Worksheet
 - Insert/Delete Column/Row
 - Insert/Delete Cells
 - Validate Data
 - Name Cells
 - Add Comment, etc
- Creating Charts
 - Change Chart Type
 - Add Chart Titles
 - Use Data Table to a Chart, etc
- Formatting Cells
 - Wrap Text
 - Rotate Data
 - Copy Formatting
 - Apply **AutoFormat**
 - Apply Conditional Formatting, etc
- Performing Calculations
 - Use **AutoCalculate**
 - Entering formulas

- Copy, Display formulas
- Working with functions
- Errors in Formulas
- Enhancing Appearance of Worksheet
- Printing Worksheet
 - Preview Worksheet
 - Insert Page Break
 - Repeat Labels on Printed Pages
 - Add Header/Footer, etc
- Working with Multiple Worksheets
 - Insert/Delete/Rename/Move a worksheet
 - Enter formula across Worksheets, etc
 - View different part of worksheets/workbooks at the same time

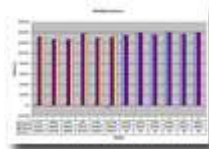
What will you receive?

Participant will receive our Microsoft Excel I handouts and exercise.

Participant will receive FREE 20 Templates in softcopy.



Business Debt Tracker



Detailed Expenses Estimates



Loan Amortization Schedule



Streamlined Expenses Estimates

Pusat Latihan Komputer Cempaka
~ Your HRDC Premiere Training Provider ~

**Call us now at 03-80684461 to reserve a seat(s) for the above course!
All course fees are 100% claimable from PSMB-HRDF!**

Any inquiry please [click here](#). Course registration, please [click here](#).

Newsletter generated by,



Cempaka Technology Sdn Bhd

Head Office:
1-28, Jalan PM4, Plaza Mahkota,
Bandar Hilir,
75000 **Melaka**.
Tel: 06-2835955 Fax: 06-2845955

Branch:
41-3, Jalan Puteri 2/1,
Bandar Puteri Puchong,
47100 **Puchong**, Selangor.
Tel: 03-80684461 Fax: 03-
80684240

newsletter@cemtech.biz

Website: <http://www.cemtech.edu.my/>