

Up Coming Course

RM350

Time: 9am - 5pm

Duration: 14 Hours



Microsoft Excel II

Why and for who?

This is for personnel who are involved in:

- Preparing, modifying and analyzing a large number of data in spreadsheets
- Producing summary reports in different presentable format in a short time
- Integrating Excel and others Microsoft Applications
- Sharing worksheets data among colleagues
- Working with confidential data and require protection on the data & formulas
- Adding in Charts and Graphics objects to make your worksheet data more presentable

What will you learn?

The training will guide you through on using the various analysis tools available in Excel to fast and easily analyze, share, protect and present your large collection of data.

Working with Formulas

- Create Lookup Formulas
- Create Date & Time Formulas

Working with PivotTables

- Analyze large amounts of data
- View different summaries of data

Working with Lists

- Create List
- Filter/Sort List
- Use Forms for data entry

Working Excel in Multi-user Environment

- Share Workbook with others
- Apply Security for protecting formula/data

Publishing Sheet

- Create Style
- AutoFormat

Enhancing Charts

- Insert Logo to Chart
- Replace Data Markers with Pictures

Working with Graphic Objects

- Use Word art
- Use Clipart

Applying Group, Outlines and Subtotals

- Apply Colors to Subtotal rows
- Using Conditional Formatting
- Apply Auto Outline

Working with Templates

- Create Template
- Open Template upon Opening Excel

Integrating Excel with Other Applications

- Share information
- Use Linked and Embedded Object

Customizing Excel

- Create Custom List
- Customize Toolbar/Menu

Training Exercise

During the training, you will be doing hand-on exercise: [See What Are Covered](#)



Create Custom List



Insert Company Logo or product photos to make your worksheets & Charts has company identity

Order No	Sales Person	Month	State	Total
050104	Paul	Jan	Perang	3457
050109	Joe	Jan	Perang	3353
050105	Paul	Apr	Perang	3301
050115	Paul	Feb	Perang	3278
050104	Paul	Jan	Perang	3258
050110	Kamal	Feb	Selangor	3249
050116	Paul	Feb	Perang	3212
050119	Kamal	Mar	Selangor	3114

Sort list with your define order



Use Filter to find and work with a subset of data in a list

Order No	Sales Person	Month	State	Total
050104	Joe	Jan	Perang	3457
050109	Joe	Jan	Perang	3353
050105	Paul	Apr	Perang	3301
050115	Paul	Feb	Perang	3278
050104	Paul	Jan	Perang	3258
050110	Kamal	Feb	Selangor	3249
050116	Paul	Feb	Perang	3212
050119	Kamal	Mar	Selangor	3114
Grand Total				25048

Use Subtotal to automatically calculate subtotal and grand total values in a list.



Enhance Charts

State	Person	Jan	Feb	Mar	Grand Total
Perang	Joe	3,457	3,353	0	6,810
Perang	Paul	3,301	3,278	0	6,579
Selangor	Kamal	0	3,249	3,114	6,363
Grand Total		6,758	6,630	3,114	16,502

Create a **PivotTable** Report and Chart



Share a workbook in multiuser environment

Period	Useful life (years)	Useful life (months)	Depreciation
1	60	5	120
2	60	5	120
3	60	5	120
4	60	5	120
5	60	5	120

Enforce security in Excel to protect your



Integrating Excel with Other Applications

data and formula



Use Forms for Data Entry

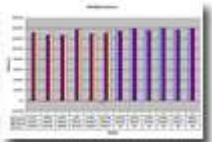
What will you receive?

Participant will receive our Microsoft Excel II handouts and exercises.

Participant will receive FREE 20 Templates in softcopy. With the Template, Participants can immediately apply the functions available in the templates in their daily business operations.



Business Debt Tracker



Detailed Expenses Estimates

Loan Amortization Schedule

Streamlined Expenses Estimates

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**Call Cemtech 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](#).

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