Microsoft Excel Intermediate Training

Learning Objectives:

Students will be able to :

- *Easily organize data in multiple worksheets*
- *Understand the fundamentals of Excel formulas.*
- *Produce final report on paper and PDF.*
- *Personalize Excel to suit your preferred working approach.*
- *Create complex formula to handle challenging tasks.*
- *Articulate the fundamental types of data and ways in handling them.*
- *Set a control to keep invalid data at bay.*
- *Automate cell styles whenever the data changes.*

FREE Repeat Classes!

1-Day Class

Normal Price :RM1050

PROMO PRICE

Physical: RM670

Online: RM595

per pax

**All prices are subject to 8% SST*



TARGET AUDIENCE:

Those who need to maintain data within spreadsheet

- Accounts
- Customer Information
- Sales & Marketing
- HR & Administration
- Procurement
- Business Development
- Engineering

CONTENT:

- Formulas and functions
- Data Consolidate
- Data Validation
- Database (table)
- Conditional Formatting

CCD CIDB POINTS

HRD CORP CLAIMABLE

CERTIFICATE PROVIDED

Medium : Online / Classroom
Time : 9.00 am - 5.00 pm
Schedule : www.cadtraining.com.my/schedule/

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