Microsoft Excel Basics Training

Learning Objectives:

Students will be able to :

- ***Navigate worksheets***
- ***Enter and edit text values, formulas, and pictures***
- ***Ove and copy data***
- ***Learn about absolute and relative references, work with ranges, rows, and columns***
- ***Learn simple functions***
- ***Use basic formatting techniques***
- ***Manage large workbooks***

FREE Repeat Classes!

1-Day Class

Normal Price : **RM750**

PROMO PRICE

RM410

per pax

**All prices are subject to 6% SST*



TARGET AUDIENCE:

Beginners in using Microsoft Excel and need to be more proficient in Excel to get the job done

- Marketing
- Engineering
- HR & Administrators
- Sales
- Accounting
- Business Dev

CONTENT:

- Getting Started with Microsoft Excel
- Entering and editing data
- Modifying a worksheet
- Using functions
- Formatting
- Printing
- Graphics and screenshots

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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