

INTRODUCTION

This comprehensive program is designed to build participants' fundamental Microsoft Excel skills, focusing on basic data entry, formatting, calculations, and worksheet management. The course provides a practical, hands-on approach to help participants confidently use Excel for daily work tasks and improve productivity.

OBJECTIVE

Participants will benefit by being able to:

- Identify basic worksheet and workbook concepts and terms
- Enter & edit data
- Modify the worksheet
- Use functions to calculate and return values
- Format cells to enhance the appearance of your worksheet
- Use drawing features and other enhancement
- Change the page set-up to define how the printed worksheet appears

COURSE CONTENTS

Basic of Microsoft Excel

- Creating & managing workbooks
- Entering and deleting data

Working with Data

- Inserting, merging and splitting cells
- Using Paste Special, Find and Replace
- Move, hide & unhide cells

Excel Tools Usage

- Understanding cell references and formula
- Using basic & advanced functions
- Using timesaving tools

Formatting

- Formatting text
- Wrap text, cell alignment
- Using cell styles, formatting data as a table
- Insert page breaks & adding background

Print, Sharing & Customizing

- Save & share the workbook
- Customize quickbar access toolbar
- Resetting interface changes

CERTIFICATION

Certificate of Attendance

TARGET GROUP

- Administrative Personnel
- Students
- Finance & Accounts Personnel
- Executives
- Anyone interests in learning Microsoft Excel

METHODOLOGY

Guided Demonstrations

Real business case scenarios

Hands-on exercises

Interactive Q&A

HRDF SBL-KHAS
Claimable



ABOUT SPEAKER

Trainer:

THYALAN GURUNATHAN (HRD Corp Accredited Trainer)

Education

Diploma in Computer Engineering

Qualification

- Senior Corporate Trainer and Consultant with over 25 years of experience
- Microsoft Certified: Power BI Data Analyst Associate
- TS: Windows 7, Configuring
- TS: Windows Server 2008 Application Infrastructure, Configuring
- TS: Windows Server 2008 Active Directory
- TS: Windows Server 2008 Network Infrastructure, Configuring
- PRO: Windows Server 2008, Enterprise Administrator
- Adobe Photoshop CS5 ACE
- Certified Neuro-Language Programming Practitioner

FOR MORE DETAIL, PLEASE CONTACT

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Other Safety and Health Consultancy Services are provided. Please contact to get more details.