

▼ Date . Time . Fee ▼

11
May 2020
10am to 11.30am

- 25% for UTAR Confirmed Staff
- 10% UTAR/TAR UC Alumni
- 10% for organisations that send three or more participants

Each participant is entitled to one discount only



Local: RM 70.00
(Public)

RM 40.00
(UTAR Student)

International: USD 16.20



Register Online Here ▲



★ OBJECTIVES

Microsoft Excel is a spreadsheet which is widely used by the working professionals, from accounting and finance to marketing, sales and business administrators. Microsoft Excel makes work easier and allows jobs to be completed in a less stressful manner. This course is designed to introduce the participants to the commonly used functions offered by Microsoft Excel. Instead of merely running through the functions, work-related exercises reflecting the way modern working professionals work will be given.

★ CONTENTS

- Hands-on experience on Microsoft Excel through work-related exercises.
- Hands-on with commonly used Microsoft Excel functions, such as setting formula, setting format cells, linking to worksheets and many more.

★ TARGET AUDIENCE

Beginner/New to Microsoft Excel

★ TRAINER

e-Cert awarded by Universiti Tunku Abdul Rahman

Mr Kuang Kee Seng is a lecturer in the Department of Mathematical and Actuarial Sciences, Lee Kong Chian Faculty of Engineering and Science at Universiti Tunku Abdul Rahman (UTAR). He is currently using Microsoft Excel and VBA in various research works for his postgraduate study.

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