

▼ Date . Time . Fee ►

**28**

**December 2020**

10am to 11.30am (MYT)

**Discounts**

- 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 80**  
(Public)

**RM 45**  
(UTAR Student)

**International: USD 22**

*Fees are inclusive of 6% service tax*



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# Virtual Google Sheets Introductory Course Level 1



## ★ OBJECTIVES

Spreadsheet is widely used by the working professionals, from accounting and finance to marketing, sales and business administrators. Google Sheets serves as a collaborative tool for cooperative editing of spreadsheets in real-time. It transforms the way we use spreadsheet. This course is designed to introduce participants to the features and functions offered by Google Sheets. Instead of merely running through the functions, work-related exercises reflecting the way modern working professionals work will be given.

## ★ CONTENTS

- Hands-on experience with Google Sheets through work-related exercises.
- Hands-on with commonly used Google Sheets basic features, such as useful menu & toolbar options, data entry & data types, cell referencing, common formulas, conditional formatting and many more.

## ★ TARGET AUDIENCE

Anyone who wish to discover basic features of Google Sheets.

## ★ SOFTWARE

Google Chrome and Google Account

## ★ TRAINER

e-Cert awarded by Universiti Tunku Abdul Rahman

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