

▼ Date . Time . Fee ▼

**11**  
**June 2020**  
10am to 11.30am

Discounts ▼

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

Each participant is entitled to one discount only



**Local: RM 70**  
(Public)

**RM 40**  
(UTAR Student)

**International: USD 17**

Fees are inclusive of 6% service tax



Register Online Here ▲

# Virtual Microsoft Excel Course

## Beginner Level 4



### ★ 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 workshop is designed to introduce 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 consolidating data, name manager, analyzing data from databases, what-if analysis for decision making 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.

**CPD: 1.5 HOURS FOR UTAR STAFF**

### CONTACT US

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