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Date: To be Advised

Time: 9am-5pm

Duration: 1 Days / 7 Hours

Venue 1: [Bandar Puteri Puchong, Selangor, Malaysia](#)

Venue 2: [Plaza Mahkota, Melaka, Malaysia](#)

Why and for who?

Excel is a very powerful spreadsheet that can perform large numbers of calculation. It gives you the tools you need to manage your business data, turn your data into information and analyze, communicate, and share your results.

This course will give you the fundamental skills for building workbook, creating worksheet, putting formula, drawing chart in Excel. After this course, you can easily create and modify spreadsheets and will become familiar with Excel to manage your business data, such as budgeting, forecasting, business analysis, cash flow statement...

What will you learn?

During the training, we provide step-by-step instructions on :

Explore the New Excel Interface

- ~ Working with Ribbon
- ~ Working with Quick Access Toolbar

Get Started with Excel

- ~ Understand Workbook & Worksheet
- ~ Understand Rows, Columns & Cells
- ~ Using Keyboard Shortcuts
- ~ How to Get Help

Working with Workbook & Worksheet

- ~ Create, Save, Copy, Delete a Workbook
- ~ Switch between workbooks & Worksheets
- ~ Insert, Copy, Rename & Delete a Worksheet
- ~ Zoom the display of a Worksheet

- ~ View different part of a Worksheet at the same time
- ~ View Multiple Worksheets in a Workbook at the Same Time

Entering Data in a Worksheet

- ~ Quick Data Entry with features such as AutoFill, AutoComplete & AutoCorrect
- ~ Check Spelling
- ~ Enter the Same Data on Multiple Worksheet
- ~ Enter the Same Data into Several Cells at Once

Editing Worksheet

- ~ Edit Cell Contents
- ~ Replace All Data in a Cell
- ~ Copy One Selection to Several Locations
- ~ Copy only Values, Comments, or Cell Formats
- ~ Rearrange Data from Columns to Rows or Vice Versa

Working with Formulas

- ~ Working with Auto Calculating
- ~ Enter a Simple Formula
- ~ Formula with Cell References
- ~ Formula with Names
- ~ AutoSum Function
- ~ Sum Data from different worksheets

Formatting Cells

- ~ Ways of Formatting Cells: Ribbon, Mini Toolbar or Format Cell Dialog box
- ~ Text Formatting: Wrap Text, Rotate Data in a cell
- ~ Number Formatting: Currency, decimal points
- ~ Split or merge cells
- ~ Border & Fill Colors
- ~ Copy Format
- ~ Clear Format without delete the contents

Creating Charts

- ~ Create Charts
- ~ Switch between an Embedded Chart and a Chart Sheet
- ~ Change Chart Types
- ~ Change the Layout or Style of a Chart
- ~ Change the Type of a Chart
- ~ Format a Chart: Add Chart Title, Data table, ...

Printing Worksheets

- ~ Preview a Page before Printing
- ~ Print Several Worksheet At Once
- ~ Print Specific Area(s) of a Worksheet
- ~ Repeat Labels on every Page
- ~ Add Header/Footer
- ~ Work with Page Break

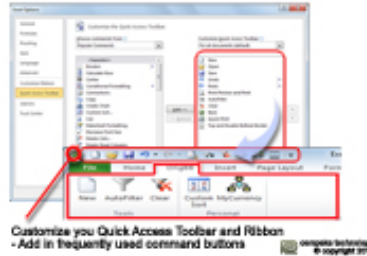
Workshop Projects

During the course, you will be exploring the Excel and doing hands on exercise. This will help on understand how to make full use of Excel's features.

New Interface of Excel



Customize Quick Access Toolbar



Access Keys & Keyboard Shortcuts

To quickly running a command

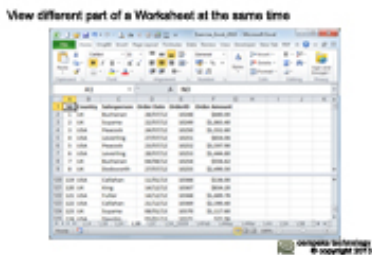


View Multiple Worksheets

View different worksheets of a workbook at the same time



View different parts of a worksheets within a same window



Date Format

Changing Date Format to D/M/YY



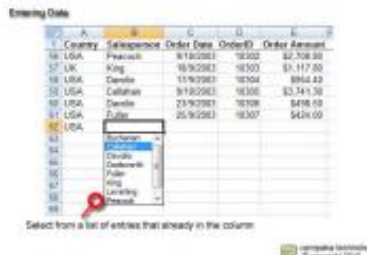
Formatting Worksheets

Changing Date Format to D/M/YY



Entering Data

Quickly entering data using Fill Handle



Editing Data

Rearranging data from columns to rows or vice versa

Auto Calculation

Editing Data

Rearranging Data from Columns to Rows or Vice Versa

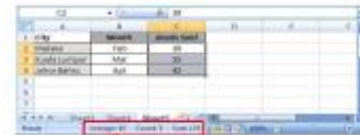


City	Month	Units Sold
Malacca	Feb	57
Padang Lingsat	Feb	57
Kuantan	Feb	58
Kemaman	Feb	55

City	Month	Units Sold	Revenue	Profit
Malacca	Feb	57	41	57
Padang Lingsat	Feb	57	41	57
Kuantan	Feb	58	43	58
Kemaman	Feb	55	41	55

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Auto Calculation



City	Month	Units Sold
Malacca	Feb	57
Padang Lingsat	Feb	57
Kuantan	Feb	58
Kemaman	Feb	55

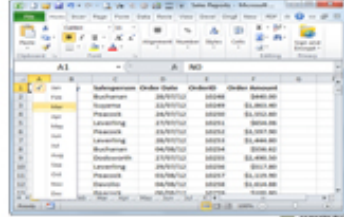
Auto Calculating Functions

Showing the Average, Count and Sum for cells that are selected

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Switching worksheets

Switching Worksheets in a Workbook

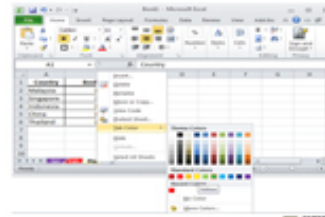


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Color Sheet Tabs

Color Sheet Tabs



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What will you receive?

Participant will receive our Microsoft Excel I handouts and exercises.

Participant will receive a CD with sample Excel workbooks and templates

Pusat Latihan Komputer Cempaka

~Your HRDC Premiere Training Provider~

Call Cemtech now at 03-80684461 or 06-2835955 to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Registration online, please [click here](#).

Newsletter generated by,

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