



## **UNITED VISION ACADEMY**

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### **1 Day Workshop**

## **Microsoft Excel**

### **COURSE DESCRIPTION**

#### **Overview**

Conquer Microsoft Excel formulas and functions—from the inside out!

You're beyond the basics, so dive right in and really put Excel formulas and functions to work! This supremely organized program help participants increase their data analysis capabilities using Excel 2003, 2007, or 2010—and challenge yourself to new levels of mastery.

#### **Learning Outcomes**

At the end of the workshop, participants will be able to:

- Customize Excel formulas using 100+ built-in functions
- Create reusable formulas for common calculations
- Learn smarter ways to calculate date and time values
- Systematically search worksheets with lookup and reference functions
- Perform advanced calculations using mathematical, statistical, and financial functions
- Build complex formulas by nesting one function inside of another

#### **Who Should Attend**

- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Interested parties with or without computer knowledge.

## **WORKSHOP SYNOPSIS**

Chapter 1: Getting Started with Excel 2010

Chapter 2: Working with Functions, Formulas and Charts

Chapter 3: Charting Data

Chapter 4: Advanced Functions, PivotCharts and Pivot Tables

Chapter 5: Advanced Printing, Formatting and Editing

Chapter 6: Using Data Tables and Ranges

Chapter 7: Organizing, Sorting, and Filtering Data

### Recommended

TEACHER-STUDENT RATIO is 1:10

### Course Fee Structure

Workshop fees : RM388.00

### Course Schedules Dates:

- Weekday (Monday – Friday)

### Workshop Time

**9.00am to 05.00pm**

- Fees subject to change without prior notice, and fee is excluded foods and beverages
- Conducting weekly from 9.00am to 12.00noon, and 2.00pm to 5.00pm
- Special group requests (in house or at Client's location) can be arranged
- Attendance Certificate will be issued upon completion of workshop

For inquiries, please contact us at: +607-5578816 / +607-5576066

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