



Objectives

Learn the basics of Microsoft Excel 2010, the popular spreadsheet program. Begin with a tour of the Excel Window and learn how to create a worksheet, add and edit data and images, and save for printing in various formats. Discover the various built-in math, financial, and text related functions that Excel provides. Begin your journey toward becoming proficient in creating professional spreadsheets in Excel 2010

Prerequisites

Students are required to have basic computer knowledge for taking up this course. Ability to handle Windows operating system is a must. Must have basic understanding and usage of Microsoft Excel.

Course Content:

Controlling the Worksheet View : View multiple worksheets, copying or moving worksheets, hide rows or columns, hide worksheet & group mode.

Sorting and Filtering Cells: Sorting data, adding SUBTOTALS to a list, Filtering a List, Auto Filter, Search Criteria, Custom Criteria, Advanced Filter Copying Filtered Data.

Linking Data: Linking Cells within worksheets, linking cells within worksheets & cell referencing.

Formulas & Functions - Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference Functions Mathematical Functions, Statistical Functions, Text Functions.

Charts - Create a Chart with the Chart Wizard, Create an effective chart with Chart Tool such as Design, Format, Design Ribbon Layout Ribbon & Format Ribbon.

Templates – Introduction to Templates, Using Standard Templates & Creating Templates.

Protecting and Sharing the work book –Protecting a workbook with a password, Working with Comments, Insert Excel Objects and Charts in Word Document and Power point Presentation.

Course Duration

Full-Time: 2 days/ 14 Hours (9:00 am - 5:00 pm)

Award : Certificate from USM (Universiti Sains Malaysia)

