

MS OFFICE EXCEL (EXPERT)

OVERVIEW

In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. (Second Edition)

Student will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. (Second Edition)

COURSE CONTENTS

- Inserting Graphic Objects
- Customizing and Enhancing Workbooks and the Excel Environment
- Streamlining Workflow
- Collaborating with Others
- Auditing Worksheets
- Analyzing Data
- Working with Multiple Workbooks
- Importing and Exporting Data
- Using Excel with Web
- Structuring XML Workbooks

RESOURCE PERSON

Fidelia Dolores Dato Balanjiu obtained her degree in Computing and Software Engineering from Oxford Brookes University, UK. She is also a certified Office Use Specialist (MOUS) and MOS (Powerpoint 2010). Fidelia has vast experience in teaching computer software having also worked as a Master Trainer with the Malaysian Ministry of Education in training teachers on using IT in classroom teaching

Duration
3 days

SSTC Member
RM 795.00

Non SSTC
Member
RM 848.00

SME Training Grant
RM 254.40

*all rates are inclusive
of 6% GST

For more information or registration, contact:

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/Shariffah) Fax: 088-499615,

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VISIT OUR WEBSITE at: <http://sstc.org.my>



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RESOURCE PERSON

Simon Amos (UK) and **Edward Sinpa** is a level 3 technician and instructor qualified with ARAA (Australian Rope Access Association), registered as tree rigger with PACI (Professional Association Climbing Instructor), and very active in conducting training for the Universities, Park rangers, WWF and many more for tree access and rescue technique. Operating an Indoor Climbing Centre trusted by the Sabah State Youth & Sport Ministry. Other than that they are very experience in building the canopy work for Sabah Park Authority, WWF, private tour operator and individual.

MKhairuldin MNasir is an experience consultant for scaffolding industrial works where he formed his consultancy company mainly in constructions of scaffolding, scaffolding design, tower erections, working at height, forklift training, accident investigations and emergency respond preparedness consultant since year 1996. Since he is Canoeing Instructor, Sailing Instructor and Power Boat Rescue Coxwain Instructor in the UK in 1989 with a lot of training experience he is now one of outsource trainer attached with SSTC (Sabah Skill Technology Centre), NIOSH-Sabah and few other training provider companies in Malaysia.

Aliff Lim Abdullah he has been working in various field of rope access with a back ground as a Fitness trainer, Sport Climbing Instructor PMM (Persatuan Mendaki Malaysia), National Judge in sport climbing (PMM), Fall Protections Inspector. He is also well known among the Telco Company in Malaysia as a Ladder training courses.

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