

# MS Excel 2010/ 2013 (Beginner)

## OUTLINE

### Module 1 : Introductions to the excel components

- What the functions available in excel.
- Brief on shortcuts and buttons.

### Module 2 : Spreadsheet

- How to create spreadsheet.
- Rename the spreadsheet.
- How to save worksheet.
- Open the saved worksheet.

### Module 3 : Data

- Insert raw data to the cells.
- Choosing proper format for the data.
- Create tables.
- Setup title for the data.

### Module 4 : Diagrams

- How to create diagram based on data entered.
- Choosing proper diagram.
- Edit settings of the diagram.
- How to present diagram.

### Module 5 : Calculation

- Introduction to functions available in excel.
- Basic functions : plus, minus, subtraction, division
- Formula : how to create formulas

## TRAINER'S PROFILE

Morgan holds a Degree in IT & Tech Management from UTM, he has 12 years working experience as a trainer in the field of Information Technology. He holds the ITIL certificate and also an approved TTT PSMB trainer.

As a qualified professional educator, he has personally designed and delivered many specialized training courses including the validation and management of over 10 other trainers, operating nationwide in Malaysia.

Morgan is also a well sought after consultant and works on several key IT projects each year, with leading brands in the region.

The clients he has worked with are Maxis, Petronas, KASTAM, IMMIGRESEN, Chung Hwa Tube, CSR Sugar Refinery, POLIS DIRAJA MALAYSIA, DBKL, MINDEF, MANULIFE, British American Tobacco, Prudential, ING, MayBank, Genting Sanyen, Panasonic, JVC, and many more

Date / Rate	Venue	Early Bird
18th Jan 2018	Plaza Pantai, KL	8th Jan 2018
27 <sup>th</sup> Mar 2018		17 <sup>th</sup> Mar 2018
29 <sup>th</sup> Jun 2018		19 <sup>th</sup> Jun 2018
3 <sup>rd</sup> Sep 2018		24 <sup>th</sup> Aug 2018
10 <sup>th</sup> Dec 2018		1 <sup>st</sup> Dec 2018
<b>RM450</b>	Subject to GST Rate based on registration date	<b>RM350</b>

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