

MICROSOFT® EXCEL BASICS

INTRODUCTION

Whatever organization you work in, be it a small company, government agency, a Fortune 500 corporation, or a non-profit organization, the chances are that you use Microsoft Excel (MS Excel) in your daily work. MS Excel is an application program for Microsoft Office which can be found in almost all computers today. After many revisions, MS Excel is now capable of solving many of the basic management science problems. Since it is readily available to most people, the use of spreadsheet and specifically MS Excel has become an important tool for calculating, summarizing, reporting, analyzing and presenting data.

This 1-day intensive course provides the basic foundation to use many of the Microsoft Excel spreadsheet powerful functions and features. It will get you started and move on with speed to acquire those essential MS Excel skills. With this basic foundation in Excel, participants can then move on easily and speedily to acquire further skills such as Statistics, Statistical Quality Control, Problem Solving Skills involving QC Tools, Business Decisions Modeling, Financial Investments, and many more.

COURSE CONTENTS:

1). Introduction :

- Why learn MS Excel ?
- Getting started
- Creating workbooks.
- Modifying worksheets
- Saving workbooks.

2). Formating Worksheets

- Formating worksheets
- Printing workbooks
- Enhancing worksheets
- Using multiple worksheets
- Finding and replacing data
- Importing and exporting data

3). Working With Formula

- Entering a formula
- Working with cell references.
- Exploring MS Excel formulas

4). Charting

- Using MS charting wizard
- Constructing charts
- Editing charts.
- Using templates, styles and autofomats
- Manipulating the screen display

5). Some Advanced Functions

- Installing and enabling MS Excel Add-ins
- Working with Advanced Functions
- Formulas and Text

COURSE OBJECTIVES :

At the end of the course, participants will ..

- Understand and know how to use MS Excel software.
- Learn how to create, edit, format, save and print multiple spreadsheet worksheets.
- Learn all the basic MS Excel functions
- Learn how apply MS Excel formulas
- Learn how to construct graphs, charts and export it for reporting purposes.

WHO SHOULD ATTEND:

Anyone whose job involves handling, analyzing and reporting data.

ADMINISTRATIVE DETAILS

Duration : 1 day
Time : 9.00am – 5.00pm
Venue : In-house training program

Language Medium: English

Special note:

- 1). This is an intensive hands-on course. Participants must have prior basic computer usage knowledge (i.e. using the mouse, typing, windows OS basic operations, etc) before attending this course.
- 2). Class setup must include making computers preloaded with MS Excel 2000 (and above) licensed software available for participants to work on.

TRAINER:

Nelson Kok is a graduate from the Universiti Sains Malaysia, and holds a Master in Business Administration and B.Sc (Hons) degree in Physics. He has more than 19 years of work experience, working with both multinational companies such as AT&T Consumer Products Pte Ltd, Corner Peripherals Sdn Bhd, Read-Rite (M) Sdn Bhd, and as well as local companies such as Globetronics Technology Berhad, Amquest Sdn Bhd and GGN Solutions Sdn Bhd. He is currently an entrepreneur running his own business and also an external consultant to various training providers.

He started his career as a Production Supervisor, Production Manager, HRD/Training Manager, TQM Manager and IT Manager. In the last 5 years, he held the position of General Manager in an Information and Communication Technology (ICT) company where he gained Internet Technology (IT) skills and entrepreneurial experience. Throughout his career, he was a certified trainer for many management, quality and productivity programs such as *5S Good Housekeeping, SPC, QCC, Quality Improvements using 7QC Tools, 7 Steps Problem Solving, QIT, TQM, MRP II, ERP, Team Building Program, Effective Meetings Workshop, Effective Supervisory Skills, Problem Solving & Decision Making, Effective Time Management, Motivation At Work, Frontline Leadership Program, and 7 Habits of Highly Effective People*. He has also conducted many quality audits and was directly involved in company's ISO 9002 and Quality Management Excellence Award (QMEA) certifications. He is currently involved in research, development and marketing of Internet Control Solutions and software packages. Nelson's area of specialization is in helping organizations to achieve higher productivity using proven Management, Quality and IT tools and techniques.