

## Module B1: Introduction to Excel 2016 / 2013

### Module B2: Working with Excel

- Creating A New Workbook
- The Excel Interface
- Using Accelerator Keys & Dialog Box Launcher
- Saving A Workbook & Opening A Workbook
- Creating A Workbook from a Template
- Switching to Another Workbook
- Navigating in Excel Using Keyboard
- Selecting A Range
  - Continuous range & Non-Continuous range
  - Current Region

### Module B3: Data Entry in Excel

- Entering and Editing Data
- Moving and Copying Cell Contents
- AutoFill, Custom Lists (Using the Fill Command), Flash Fill

### Module B4: Introduction to Functions and Formulas

- Understanding Formulas-Operators & Using Cell references in Formulas
- Functions - AutoSum, Average Function, Max Function, Min Function, COUNT, COUNTA

### Module B5: Formatting a Worksheet

- Formatting Columns
- Formatting Text
- Formatting Numbers
- Changing Alignment
  - Horizontal and Vertical Text Alignment
  - Merging Cells, Text Wrapping & Orientation
- Borders and Shading
  - Applying Borders & Cell Colours
- Format Painter
- Applying Cell Styles

### Module B6: Printing

- Setting up your Worksheets
  - Page Breaks
  - Setting Page Orientation
  - Setting Margins
  - Setting Headers and Footers
  - Setting a Print Area
- Print Titles
- The Scale To Fit
- Sheet Options
- Previewing your Worksheet
- Printing your Worksheet

## A Joint Collaboration between Women's Institute of Management & Centrilinc Sdn Bhd



**This course covers the very basics of the Excel spreadsheet. It is suitable for complete beginners without prior knowledge of Excel. At the end of this course you will have good understanding of the basic Excel features and you will be able to create a simple, presentable spreadsheet.**

**Date: 26th April 2019, Friday**

**Time: 9am-5pm**

**Prerequisite: Knowledge of Microsoft Windows**

**Fee: RM30 per participant**

**Target Group: WOMEN ONLY**

**Venue: Computer Lab, 2nd Floor, Wisma WIM,  
7, Jalan Abang Haji Openg,  
Taman Tun Dr. Ismail  
60000 Kuala Lumpur**

#### At Course Completion

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

- Understand basic spreadsheet concepts
- Create basic formulas
- Format worksheets

## CHONG SHEAU WEN

She does Microsoft Excel training programmes delivery and facilitation, Microsoft Excel course development and Microsoft Excel user application solutions consultancy and development. She has developed tools for inventory, chemical requirement/need, purchasing and tracking, and budgeting using Microsoft Excel. Developed a platform for Chemical Health Risk Assessment documentation using Microsoft Excel, automated various work process including performance management using Microsoft Excel, conducted training on Microsoft Excel every quarterly for all personnel in various department, conducted and facilitated 'Fire & Safety' programmes yearly for the whole organisation.

She has also participated and chaired a session in the 'Community of Practice in Emotional Intelligence', organised for a local University's faculty and corporate staff.

**Organised by**



**WOMEN'S INSTITUTE OF MANAGEMENT**

(Co. No. 264164-K)

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Website: [www.wimnet.org.my](http://www.wimnet.org.my)

#### REGISTRATION

Registration Form must be completed and submitted together with the FULL payment before commencement of the seminar. Otherwise, we will treat your registration as unconfirmed. All payments are non-refundable. Fees are inclusive of morning & afternoon coffee breaks, lunch, course materials and Certificate of Attendance.

**First come, first served basis.**

#### SUBSTITUTION OR CANCELLATION

Substitution of participant is allowed provided WIM is notified in writing 3 days before the class. WIM reserves the right to reschedule or cancel the seminar due to unforeseen circumstances. Every effort will be made to notify the registered participants.



# Women's Institute of Management

Company No. : 264164-K

(A Non Profit Company Limited by Guarantee and Without Share Capital)

## Application Form Nationwide ICT Programme

*One form for one participant. Thank you !*

Tajuk Kursus (Course Title):.....

Tarikh Kursus (Date of Course):.....

Tempat (Place):.....

### Maklumat Peserta (Participant Particulars)

Nama (Name):.....

Alamat (Address):.....  
.....

Taraf Perkahwinan (Marital Status):.....

IC No.:..... HP No.:.....

Emel (Email):.....

Pekerjaan (Occupation):.....

Nama Majikan (Company Name):.....

Alamat Majikan (Company Add):.....  
.....

**Sila tandakan (✓) jika anda adalah ahli WIM.**

*Please tick(✓) if you are a WIM member.*

**Pengetahuan Komputer : Computer Knowledge**

Adakah anda pernah menghadiri kursus komputer? Ya (Yes) / Tidak (No)

*(Have you ever attended any computer courses?)*

Signature:.....

Date:.....

### Payment Details:

Bank : **CIMB Bank Berhad** Account No.: **8000694925**

**By Cheque / Cash** : I enclose cash/cheque no. \_\_\_\_\_ RM \_\_\_\_\_

(Payable to : **Women's Institute of Management**)

**For Online Payment:** fax or email the bank-in slip/statement as the proof of payment.

**By Credit Card: Please charge RM** \_\_\_\_\_ to

Name of Cardholder: \_\_\_\_\_

Card No: \_\_\_\_\_ (V/M)

Expiry Date: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_