

Module 1: Worksheets and Workbooks

Adjusting Zoom

Using Multiple Windows

Using Freeze Panes

Custom Views

-To create a custom view of the whole sheet

-To display & delete a saved view

Hiding and Unhiding Worksheets and Workbooks

Working With Multiple Worksheets

Changing Worksheet Tab Colors

Inserting, Moving, Copying & Deleting Worksheets

Grouping and Ungrouping Sheets

Module 2: Basic Functions & Formulas

Cell References: Relative and Absolute

Inserting Dynamic & Static Dates and Times

Mathematical Functions: COUNTIF & SUMIF

Module 3: Analysing Data

Quick Analysis (Excel 2013 & 2016 Only)

Module 4: Conditional Formatting

Applying Cell Highlighting, Top, Bottom, and Average Rules,

Data Bars, Color Scales, and Icon Sets

Creating a Customized Rule

Editing, Prioritizing & Deleting Rules

Module 5: Drawings and Picture Objects

Customizing your Workbook, Inserting a Symbol or Special

Character, Adding and Editing Shapes, Creating and Altering

Diagrams, Incorporating Text, Adding a Signature Line

WordArt

Online Pictures or Clip Art: Excel 2007, 2010, 2013 & 2016

Inserting a Photographic Image

Module 16: Charts

What is a Chart?

Excel 2013's Recommended Chart

Inserting A Chart

Excel 2016 New Charts

Elements of a Chart

Chart Styles (Formatting a Chart)

3-D Charts

-Enhance a 3-D Chart

Adjust Chart Data

Filtering Chart Data

Working with Charts

Chart Tips

Appendix A: Excel Keyboard Short Cuts

Keyboard access to the ribbon

Ctrl combination shortcut keys

Function keys

Other useful shortcut keys

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



This course covers the intermediate level understanding of the spreadsheet. It is suitable for beginners wanting more knowledge on formulas and creating simple charts. At the end of this course you will have better understanding of the Excel features and you will be able to create formulas and charts.

Date: 5th March 2020, Thursday

Time: 9am-5pm

Prerequisite: Knowledge of Microsoft Excel Basic Level

Fee: RM30 per participant

Target Group: WOMEN

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:

- ◆ Use multiple worksheets
- ◆ Create bar, lines and pie charts
- ◆ Create drawings & picture objects
- ◆ Print worksheets and graphs

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

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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): MS EXCEL (Intermediate)

Tarikh Kursus (Date of Course): 5th March 2020

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: _____