

# MICROSOFT OFFICE EXCEL 2013- BASIC & INTERMEDIATE LEVEL



## OVERVIEW

This course is designed for those delegates who wish to acquire the basic skills to use Excel effectively. It would benefit anyone wishing to learn the basics of creating spreadsheets.

On completion of this course, attendees will be able to create a spreadsheet, format text and numbers, perform basic calculations and present data in a graphical format.

## OBJECTIVES

At the end of the session, participant will be exposed with various types of functions in Microsoft Excel that can be used to solve challenges faced in the working environment. They will create formulas using built-in functions to do advanced analysis. At the same time, participant will experience the know-how to combine functions for formulas development by combining multiple tasks in one action.

## COURSE OUTLINE

- Creating A Basic Worksheet
- Formatting a Worksheet
- Customizing & Enhancing Workbooks and the Excel Environment
- Presenting Data using Charts
- Working with Multiple Workbooks

### WHO SHOULD ATTEND?

This workshop is targeted at all level of worker.



**COMFORI SDN BHD**

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