

Intermediate Microsoft Excel

23 – 24 July 2018



With the Intermediate Microsoft Excel course, students will build upon their basic understanding of Microsoft Excel 2016. They will learn how to adjust the way cells are displayed in Excel for maximum efficiency as well as how to sort & filter lists of data based on desired criteria. Through this course, students will also learn important Excel functions which allows a higher-level view, such as- goal seeking from an existing data set and how to use Charts and Pivot Tables to display and extract further information. Finally, through various in-class exercise, students will have the opportunity to learn and polish new skills in Lookup, Logical, Financial and Database functions.

Content

- Freezing Panes and View Option
- Sorting Data
- Filtering Data
- Groups and Subtotals
- Data Tools
- Goal Seek
- Number Formats
- Customizing Number Formats
- Protecting Data
- Charts
- Tables
- Introduction to Pivot Doing More with Pivot Tables
- Copying Excel data to Microsoft Word
- Working with Macros
- Import or Export Text Files
- Introduction to Formulas
- Relative and Absolute Cell References

THE PROGRAMME LEADER

Joshua Lim have been interested in IT since the mid-1990's when he taught himself how to build websites. Since then he went on to earn an Honors degree in Information Systems from the National University of Singapore, conducted research on Information Seeking habits in Japan and started his own business in Brunei, specialising in website-building and online solutions.

Over the years, he has had the opportunity to conduct training workshops to impart valuable skills to Bruneians. Most of them have been IT- related but his interest in Performance, Creativity and Human Development has also allowed him to conduct workshops ranging from Improvisation to Facilitation.

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YES! Please register:

1	Name	
	Position	
	Department	
	Email	
	Telephone	
2	Name	
	Position	
	Department	
	Email	
	Telephone	
3	Name	
	Position	
	Department	
	Email	
	Telephone	

Approved by:

Signature	
Name	
Position	
Department	
Email	
Telephone	

Programme Fees

Stakeholders **\$ 350**

Non-stakeholders **\$ 420**

Please email your completed form to
registration@cibfmbrunei.com
by 1 July 2018

IMPORTANT

Stakeholders are participants from MOF, AMBD and all domestic banks in Brunei Darussalam.

Your fee includes workshop material(s), refreshments and certificate.

Cancellation Policy

CIBFM operates a strict **NO CANCELLATION** POLICY upon receipt of registration from organisations. However, you may send in replacements to the programme.

Changes to Programmes

Changes in programme date, time fees and speakers may occur due to unforeseen circumstances. However, we will ensure that every effort will be made to inform participants of the change. We reserve the right to cancel the programme due to unforeseen circumstances.