MS EXCEL FOR BEGINNERS

3 JULY 2023

OVERVIEW

There are a number of spreadsheet programs on the market, but Microsoft Excel is, by far, the most widely used. The best part about MS Excel is the versatility in its application across many different business tasks, including statistics, finance, data management, forecasting, analysis, inventory, billing, and business intelligence.

This basic programme, is designed for participants who have zero or very little knowledge of MS Excel.

OBJECTIVES

KNOW
the difference between Excel Workbooks and Worksheets;

LEARN
basic functions of Excel such as managing workbooks and worksheets, the saving work in different formats and printing;

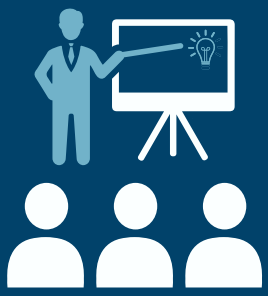
USE
function such as Autosum, Text and Mathematical functions; and

APPLY
good practices when using Excel.

PRE-REQUISITE

- Comfortable using a Windows PC with accessories such as mouse and USB ports.
- Knowledge in using Windows to launch/open applications, and search for files.

METHODOLOGY



Face-to-face training.

The training is hands-on. A digital training manual will be provided. Theory is introduced only as far as is required for practical application.

Participants are expected to follow-along with the guided examples in the training manual and complete all assigned exercises. Participants may print a hard copy to support their learning.

While participants are expected to perform all tasks themselves, they are encouraged to discuss possible solutions amongst themselves to support individual learning. Participants are also welcomed to share actual problems they face in using Microsoft Excel in their daily work. This way, practical solutions can be created and shared with the entire class.

PROGRAMME DETAILS

Date	Time
3 July 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

WHO IS THIS PROGRAMME FOR?

- Individuals who have little to no familiarity with Microsoft Excel;
- Office staff who needs to use MS Excel in their daily work; and
- More experienced Excel users who want to learn the topics covered in the new interface.

PROGRAMME OUTLINE

Content	
Module 1: Concept of spreadsheets and their uses.	Module 6: Managing Data.
Module 2: Microsoft Excel default interface.	Module 7: Create basic formulas using mathematical operators (+, -, *, /).
Module 3: Create, open, save and close Workbooks and explore different worksheet operations.	Module 8: Excel functions.
Module 4: Cells and Cell References.	Module 9: The Fill Handle and Custom Lists.
Module 5: Identifying the currently active cell and jumping directly to a cell.	Module 10: Illustrations.

PROGRAMME LEADER

JOSHUA LIM SHENG MING

Joshua has earned the ICDL Advanced Certificate AM4 Spreadsheets and has also conducted the following MS Excel training sessions:

- Mar 2018 – Present: Syllabus creator and trainer for 14 training sessions (a mix of Intermediate and Advanced) under Brunei Institute of Leadership & Islamic Finance (BILIF)
- Mar 2019: Syllabus creator and trainer for a specially-requested MS Excel training on Macros and Visual Basic for Applications (VBA) by United Overseas Bank (UOB)
- May & Aug 2013: Trainer for ICDL Digital Literacy (including Spreadsheets) under BigBreak Solutions
- Jul 2007 – Dec 2007: Syllabus creator and trainer for 8 sessions of MS Excel 2003 under Cosmopolitan College of Commerce and Technology.

Joshua's training experience extends beyond Microsoft Excel; he has conducted training for other IT applications including:

- MS Powerpoint;
- Adobe Photoshop;
- Macromedia Dreamweaver; and
- WordPress.

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■ 3 July 2023

To apply for the programme, please email your completed form to askseed@bilif.com.bn by 15 June 2023.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	☐ **$250.00 [SBS 10%]**	☐ **$330.00**
GROUP FEE [MIN 3 PAX]	☐ **$230.00**	☐ **$230.00**

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

APPROVING OFFICER

Name: _____ Email: _____

Position: _____ Department: _____

Please email the invoice to: _____

_____

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute(CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

74
Events

687
Programmes and Examinations

15,300+
Participants

*Figures as of December 2022

INTERNATIONAL AWARD WINNING INSTITUTE

GIFA
GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2019

WINNER

GIFA
GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2021

WINNER

GIFA
GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award
(Islamic Finance Training & Education)
2022

WINNER

THE ASIA HRD Awards

Contribution to Organisation Award

WINNER

GLOBAL BANKING & FINANCE AWARDS

Best Islamic Finance Education & Training Brunei 2021

WINNER

INTERNATIONAL FINANCE

Best Emerging Islamic Finance Training Institution - Brunei 2021

WINNER

3G AWARDS

3G Human Resource Development Award 2022

WINNER

Discover our upcoming programmes and events

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Contact our Sales and Marketing Department for any enquiries

askSEED@bilif.com.bn

Alternatively, you can also whatsApp us at +673 827 1140 to learn more about our offerings