

**Professional Development Programme**

# SPREADSHEETS

The Spreadsheets programme covers the fundamental concepts and skills required to use spreadsheets, such as developing, formatting, modifying, and using a spreadsheet.

Professionals across diverse occupations, including accountants, project managers, sales executives, and engineers, require strong analytical skills for numerical data to execute essential computations.

Students will receive an ICDL Certification upon passing the assessment.

**Programme Outline**

- Working with spreadsheets
- Cells operations
- Managing worksheets
- Formulas and functions
- Formatting cells
- Charts
- Prepare outputs

**Objectives**

- Understand the fundamental concepts of spreadsheet applications
- Boost productivity by utilising help resources and shortcuts
- Use a range of mathematical and logical formulas and functions to manipulate data
- Create effective data visualizations by understanding how to communicate information using charts and graphs

**Learning Mode, Duration and Fee**

| LEARNING MODE | Online Learning | Face-to-Face (on-campus) | Self-Learning    |
|---------------|-----------------|--------------------------|------------------|
| DURATION      | 2 days          |                          | Within 12 months |
| FEE           | RM 1,600        | RM 1,600                 | RM 300           |

**Assessment Mode**

Test (upon completion of training)

**Offered at**

INTI International College Penang

**Intakes**

MAY, SEPT, DEC