

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

Level

 Workforce

Assessment Mode

Test (upon completion of training)

Offered at

INTI International College Penang

Intakes

MAY, SEPT, DEC