

# Microsoft® Excel Training





# About The Training

Become productive and efficient

Day 1

Basic foundation

Day 2

On the job application



# Training Objectives

- 1 Provide a good working knowledge of Microsoft® Excel
- 2 Help to understand how to apply formulas and functions
- 3 Enable delegates to manage tables, cells and ranges with ease
- 4 Enable delegates create and manage workbooks and worksheets
- 5 Ease of creating charts and objects





## What Will You Gain?

1

On the job skills training

2

Improve your knowledge of Excel

3

Grow your productivity

4

Increase work efficiency



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Who should attend?

Junior and Senior Executives who are required to plan, execute, evaluate, monitor and produce analytical results



## Why Quadrant Training Solutions?

- 1 Great training environment
- 2 Experienced industry professionals
- 3 Forum for peer networking
- 4 Post training certification





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