



Hot tips

Press F11 after highlighting data and see what happens.

Learn to make graphs in less than 10 seconds.



Get Excited about Microsoft Excel '07



BASIC - LIMITED TO 20 PAX PER CLASS

Register and learn how to use the powerful tools of Microsoft Excel !!

Microsoft Excel provides one of the most complete sets of analysis tools in any spreadsheet application.

This workshop will begin with the basic tools, organize, analyze, and present data specially designed for those who need to explore the basic concept of Microsoft Excel.

These classes simplify existing features and offer new tools that will help you work faster and smarter, offering better collaboration capabilities, as well as comprehensive tools for creating, analyzing, and sharing spreadsheet information

For Secretaries, HR Exec, Payroll staff, Clerk , Officers and those who are interested!!!!

Class Dates: 18,19 and 20 May, 2010
Time: 6.30 pm – 9.30 pm
Location: WISMA SFFLA

To register for this workshop, please fax the form and fax to Secretariat Office at 03 3167 5243 or email at general@sffla.com



Objectives of the Course

After completing this course, the learner will be able:

1. To use the excel application to perform calculations, statistical analysis and other related operations
2. To create and work on workbooks. Customizing the data and printing techniques.

Course Content

1. A first look at Excel
2. Help
3. Using Excel
4. Worksheets
5. Formatting
6. Formulas and functions
7. Printing
8. Charts
9. Customizing Excel

Registration Form

MS EXCEL Basic 18,19 and 20 May, 2010

Yes! Please register the following delegate(s) for the course.

Name :(Dr/Mr/Mrs):

Title:

Name:(Dr/Mr/Mrs):

Title:

Organisation:

Address:

.....

.....

Nature of Business:

HRDF Claimable: Yes / No

Contact Person:

Tel No.: Fax:.....

E-mail:

Please photocopy for more delegates

Methods of payment

Please send crossed-cheque or bank draft payable to:

Selangor Freight Forwarders and Logistics Association
Wisma SFFLA, No 23, Jln Cemerlang, 42000 Port Klang.

Enclosed is our cheque for RM

Cheque No:

COURSE REGISTRATION INFORMATION

Course Fee:

Member: RM 100. 00

Non-Member Fee: RM 135.00

Important Notice:

Members must not be defaulter in payment of subscription fees.

Payment is required with registration and must be received prior to the commencement course to guarantee your place.

Cancellation & Transfers

A substitute is acceptable at no extra charge. Please provide the name and designation of the substitute delegate at least 2 working days before the course.

The organiser reserves the right to make amendments and/ or changes to the programme owing to unforeseen circumstances.

Course Venue and Information

WISMA SFFLA

23, Jalan Cemerlang

42000, Port Klang

Courses will be conducted from at 6.30 pm – 9.30 pm

About the Organiser

SFFLA is the sole state body representing Selangor Freight Forwarders involving in all modes of transport and logistics including multimodal transport operators and ancillary freight forwarding service and Customs brokers.

SFFLA strongly believes in education and training particularly with Vision 2020. SFFLA also offer various short courses, talks, seminars, workshops, and conferences for the benefits of member and non-members.

