

Get Excited about Microsoft Excel '07 ADVANCE — LIMITED TO 20 PAX



Hot tips

Press F11 after highlighting data and see what happens.
Learn to make graphs in less than 10 seconds.

SBL
Claimabl



before



after

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 creating formulas, sort data, filter data, apply style and conditional formatting, protect workbook for those who need to explore more on 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: 6th-8th, 20th-22nd July, 2010 (6 days)

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

Best Regards,

Cindy Tan

SFFLA Secretariat