

**Member Circular 094/2010**  
**Date: 06<sup>th</sup> July 2010**



**Hot tips**

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

**SBL Claimabl**

# Get Excited about Microsoft Excel '07

**BASIC** - LIMITED TO 20 PAX PER CLASS

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: 20, 21 and 22 July, 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](mailto:general@sffla.com)

Best Regards,

*Cindy Tan*

SFFLA Secretariat