



Institut Penilaian Negara (INSPEN),
Jabatan Penilaian dan Perkhidmatan Harta,
Kementerian Kewangan Malaysia,
Persiaran INSPEN,
43000 Kajang, Selangor.

KURSUS MICROSOFT EXCEL : INTERMEDIATE MODULE

VENUE:
INSTITUT PENILAIAN NEGARA (INSPEN)

DATE:
05 – 08 OGOS 2019

OBJECTIVE

At the end of the programme, participants will be able to use Microsoft Excel in data management

TARGET GROUP

Officers of Grade W19 - W40 in the Valuation and Property Services Department

CONTENT

- Linking and Consolidating Data
- Managing Tables and Data
- Entering Data using forms and filtering with advanced filter
- Working with data from external sources
- Using Pivot Charts
- Auditing a Worksheet
- Using the Developer Tab
- Working with Charts
- Automating Excel with Macros
- Outlining and Data Subtotal

CERTIFICATE

Certificate will only be issued to participants who fulfill attendance - not less than 80%

REGISTRATION FEE

RM25.00

ENQUIRIES

Enquiries may be made direct to INSPEN at 03-8911 8800 or fax 03-89257219 or email to the following officer / staf:

- **Mr. Yang Redzuan bin Din**
Ext. 1200 / email : yang.redzuan@inspen.gov.my
- **Mrs. Noranizah binti A. Bakar**
Ext. 1209 / email: noranizah@inspen.gov.my
- **Mrs. Noor Laizan binti Noor Azmi**
Ext. 1218 / email: nlaizan@inspen.gov.my

METHODOLOGI

- Lecture
- Hands-on

DURATION

- 4 days

APPLICATION

Applications for these courses must be made through the head of the respective department for on-line through the website <http://www.inspen.gov.my> or <http://myapps.inspen.gov.my/spml/portalApp/loginForm.jsp>

CLOSING DATE:
22 JULY 2019



CERTIFIED TO ISO 9001:2008 CERT NO: AR 2425
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Building A Learning Organisation