

Course Title	INTERMEDIATE COURSE ON ELECTRONIC SPREADSHEET USING MS EXCEL
Duration	2 HARI
Speaker	ASSOCIATE PROFESSOR DR. RAYNER ALFRED
SYNOPSIS	
This advanced Microsoft Excel 2016 training class is designed for students to gain the skills necessary to use pivot tables, exchanging data with other possible programs, using and exploring data tools, sharing Excel files, customizing Excel and programming with Excel.	
COURSE CONTENT	
DAY 1	
Module 1: Analyzing Data With Pivot Tables.	
Module 2: Exchanging Data With Other Programs.	
Module 3: Data Tools.	
DAY 2	
Module 4: Sharing Excel Files And Incorporating Web Information.	
Module 5: Customizing Excel And Advanced Worksheet Management.	
Module 6: Programming With Excel.	
REFERENCES	
<ol style="list-style-type: none"> 1. Microsoft Excel 2016 Step by Step (Step by Step (Microsoft)), Curtis Frye D., Microsoft Press, Pap/Psc edition, ISBN-10: 0735698805 	