



UNIVERSITI KUALA LUMPUR
MALAYSIAN SPANISH INSTITUTE

(The contents and other related details in this form is used for publication purpose only. Training module will be given to participants upon registration)

Course Title: MS OFFICE APPLICATION (INTERMEDIATE)		Course Code : ICT 111
<u>Course Background/Summary :</u> The participants will learn to manage data in Excel, using formula and produce reports. They will also learn how to design and create database using Microsoft Access.		
<u>Course Objectives:</u> <ul style="list-style-type: none">• User tools and features in Microsoft Excel and Access software.• Formatting the data in Excel and create formula to perform calculations.• Design and create a database using Microsoft Access 2003.		
Target Audience: Public		
Course Duration :	Min : 3 days, Max : 5 days	
Course Contents :		
No	TOPICS	
1	Getting Started with Excel	
2	Workbooks and worksheets	
3	Spreadsheets Data	
4	Formatting and Customizing Data	
5	Editing Spreadsheets	
6	Formulas and Functions	
7	Creating and Modifying Charts	
8	Printing the spreadsheet	
9	Viewing Worksheets	
10	Importing and Exporting Data	
11	Getting Started with Access	
12	Databases and Tables	
13	Fields and records	
14	Data entry rules	
15	Using queries, forms	

UniKL MSI can also customize existing short courses and develop new courses to meet your personal training needs and requirements. The course duration serves as a guideline for your reference.

Please forward enquiries to Centre for Advancement & Continuing Education (ACE), University Kuala Lumpur (Malaysian Spanish Institute), Kulim Hi-Tech Park, 09000 Kulim, Kedah or via fax to:04-4032539 or email to syazrah@unikl.edu.my or call 04-4035199 / 200 (ext:112 / 185)



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16	Working with reports
17	Relational databases
18	Working with related tables
19	Charts
COURSE STRUCTURE:	
Practical :	100%

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