

Essential Skills of EXCEL in work

(suitable for EXCEL beginner)



Introduction:

Microsoft Office (WORD、EXCEL、POWERPOINT) is the most common and important tools in office. This course will go through the most essential skills of EXCEL in work. All the skills in this course can be used in different versions of EXCEL from 2010 to 2019 and Microsoft 365.

Who Should Attend:

Anyone needs to use EXCEL in work or interested in this topic

Date and Time:

2021.04.14 (Wednesday)
10:00am-1:00pm (3hours)

Delivery Mode:

Online with Zoom

Outline:

- EXCEL basic operation
- Format setting of data
- Input, edit and organize data in table
- Use of Pictures, Shapes, SmartArt
- Basic data analysis
- Display data with charts
- Formulas & Functions
- Examples

Language:	English
Fee per delegate :	HKD480 (*Special discount: HKD880 for the same delegate who enrol in the course “Finished Your Work Efficiently with Practical Skills of EXCEL”)
Certificate:	Participants who successfully complete this course and have 80% attendance will be issued an Electronic Certificate of Attendance
Enquiry:	Tel: 2770 3033 or email: info@ced.edu.hk
Remarks:	For a better learning experience, we suggest: <ol style="list-style-type: none"> 1. you have a dual-monitor computer, or two computers during lesson, so that you can follow the instruction and practise at the same time; 2. you have a web-cam and a mic with your “zoom-installed computer” or one computer with one phone, so that the trainer can have more interaction with you;

Enrolment :

Please make cheque payable to “**CED School of Business Limited**” and send it together with this form to:

CED School of Business

Unit 20, 19/F One Midtown, 11 Hoi Shing Road, Tsuen Wan, N.T., HK

Trainer : Mr Jacky Wong

Programme Director of CED School of Business

Mr. Wong graduated from HKUST, has more than 15 years of education, training and management experience. In addition to training projects such as communication, negotiation skills, interpersonal relations, customer service and creative applications, Mr. Wong is good at MS Office application in the workplace, he is also good at explaining the Employees' Compensation Ordinance in simple way, so that delegates can easily grasp and apply in work. Mr. Wong has been invited by business organizations, educational institutions, and non-profit organizations to teach courses many times, and is deeply trusted and praised by customers. Clients include: Fuji Electric Hong Kong, Labour Department, Greenpeace, Caritas-Hong Kong, Oxfam Hong Kong, YWCA, Yang Memorial Methodist Social Service, Bank of Communications, CIG CPA Limited, Gourmet House Macau Limited etc.

Enrolment Form

- | | |
|---------------------------------|--|
| <input type="checkbox"/> HKD480 | Essential Skills of EXCEL in work |
| <input type="checkbox"/> HKD880 | Essential Skills of EXCEL in work +
Finished Your Work Efficiently with Practical Skills of EXCEL |

Applicants should fill in all details in block letters and e-mail to info@ced.edu.hk

Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1. Fax 2. Email 3. Website 4. Seminar 5. Facebook 6. LinkedIn 7. Advertisement 8. Business Manager 9. Others : (Please specify) _____

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions Signature : _____ Date : _____