

## VISION

- To become a globally recognised advanced skills training centre.

## MISSION

- To produce skills, competent and qualified manpower required by industry.

## OBJECTIVE

- Enable participants to managing and analysis data, working documents and security the documents.

## TRAINING METHODOLOGY

Lecture, hands-on, open discussions, practical demonstration.

**TIME : ALL CLASSES WILL START AT 9.00 AM TO 5.00 PM**

**COURSE FEE: RM477.00** (Including 6% SST)

## COURSE CONTENT

- Managing and Link Data
- Data Analysis
- Create Dashboard Report Level 1
- Track Changes and Comments
- Share and Security the Report
- Working with Documents
- Document Restrictions
- Create Amazing Slide Presentation

## WHO SHOULD ATTEND

- Executive or Non-Executive but must strong Basic knowledge of Microsoft Office Application (Word, Excel, PowerPoint)

