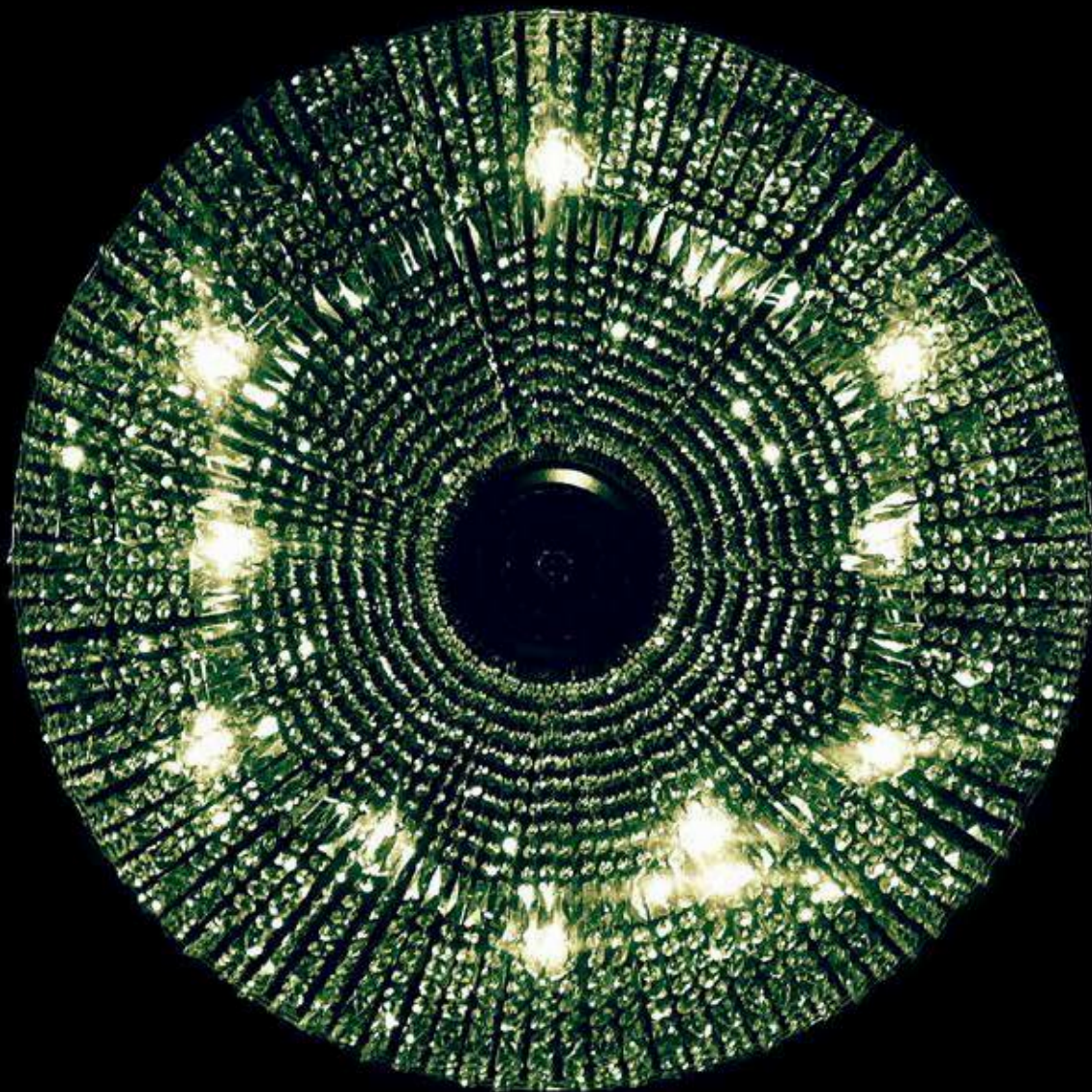


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**Microsoft Excel
Intermediate Course**

6 hours

Target Audience

For finance professionals who wish to expand their Microsoft Excel skills or are using Microsoft Excel in their day-to-day activities such as: Finance managers/controllers, Finance team leaders, GL accountants, General accountants, Clerical finance staff, Auditors

Delivery mode

Live Webinar delivered in Burmese



Introduction to course

Microsoft Excel software has become an integral part of most business organisations across the world.

This course aims to upskill your knowledge on Microsoft Excel from a beginner to intermediate level. With the improved skillset, participants can expect to perform their job duties with more efficiency and productivity. This course also prepares you for the Microsoft Excel Advance Course.

This course includes hands-on work exercises with sample Microsoft Excel datasets.

The Microsoft Excel Intermediate course will be delivered in Burmese.



Learning objectives

Learning the fundamental features of excel shortcuts/tips and tricks to improve productivity and efficiency in one's day-to-day work.



Outline of course

Agenda:

- Fundamental features of Microsoft Excel
- Fundamental tips and keyboard shortcuts
- Introduction to commonly used Excel functions and formulas such as VLOOKUP, HLOOKUP, IF, COUNTIF, SUMIF, AND, CONCATENATE etc



Prerequisite requirements

Participants are expected to have fundamental knowledge of Microsoft Excel and own a laptop/ computer with a copy of the Microsoft Excel software for this course.

Corporate

Empower your finance team to be contributors to their own learning and development. We partner you to curate programmes tailored to your organisational needs. Please contact us at [SEA DLS Enquiries](#) to kick start planning your learning journey.

Enquiries

General enquiries (i.e. courses, corporate training, billing related matters), please contact us at seadlsenquiries@deloitte.com
Enquiries relating to DLS platform, please contact us at seadls@deloitte.com

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