

**Professional Development Programme**

# FINANCIAL SPREADSHEETS

The Financial Spreadsheets programme covers advanced skills in creating sophisticated reports, performing complex mathematical and statistical calculations, and using spreadsheet applications to increase productivity.

This programme is suitable for individuals who have basic spreadsheet skills. It focuses on the elements of spreadsheet use that are most relevant to those working in finance positions.

Students will receive an ICDL Certification upon passing the assessment.

**Programme Outline**

- Cells and worksheets formatting
- Formulas and functions
- Charts
- Data analysis
- Validating and auditing
- Enhancing productivity
- Collaborative editing

**Objectives**

- Understand functions such as those associated with logical, statistical, financial, and mathematical operations
- Analyse, filter, sort, validate, and audit data using tables and list, as well as construct and use scenarios
- Use advanced formatting tools, including conditional formatting, customised number formatting, and chart formatting
- Use tools for linking, embedding, and importing, as well as comparing and merging spreadsheets
- Understand the productivity and security features of spreadsheets applications, including how to use them effectively

**Learning Mode, Duration and Fee**

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,800	RM 1,800	RM 450

**Assessment Mode**

Test (upon completion of training)

**Assessment Format**

Candidates must pass the diagnostic test (80%) with up to 3 practice attempts before taking the certification test (75%). Both are conducted online via ICDL Skillbox and include multiple-choice and practical questions.

**Offered at**

INTI International College Penang

**Intakes**

MAY, SEPT, DEC