Staff Development Centre

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2016.11.11

Announcement

Workshop on Advanced usage of Microsoft Excel

Aim
- . To improve advanced skills in using Microsoft excel

Intended Learning Outcomes
- ✓ Prepare spread sheet to speedup data feeding
- ✓ Apply appropriate functions for various types of operations
- ✓ Use Pivot Tables to analyze data
- ✓ Audit worksheets to identify errors in formulae
- ✓ Creating Macros and Visual Basic Automation for advanced functionality

Resource Persons
- **Mr. S. Suthakar,** Senior Lecturer, Department of Computer Science
- **Mrs. P. Balendran,** Lecturer, Computer Unit

Target group:
- Computer Application Assistants (CAAs), Clerical staff, Library Information Assistants, Academic and Administrative Staff. Priority will be given to CAAs.

Method of application:
- . Please fill the online form by visiting the website of SDC, www.jfn.ac.lk/sdc and submit same on or before **28.11.2016**.

Venue :
- . Computer Unit (1st floor), Library block

Date & Time:
- . 02.12.2016 (Friday), 9.00 am – 4.00 pm &
- . 03.12.2016 (Saturday), 9.00 am – 4.00 pm

Director/SDC