

TENTATIF PROGRAM
KURSUS ASAS *MICROSOFT OFFICE (EXCEL)*
ANJURAN PEJABAT SETIAUSAHA KERAJAAN PAHANG TAHUN 2022

30 JUN 2022 (KHAMIS)

| MASA | - | PERKARA |
|----------------------------|---|---|
| 8.00 pagi – 8.30 pagi | - | Pendaftaran/Sarapan pagi |
| 8.30 pagi – 10.30 pagi | - | <i>EXCEL Basics and Workbook Fundamentals</i> a) <i>EXCEL Basics</i> b) <i>Workbook Fundamentals</i> |
| 10.30 pagi – 11.00 pagi | - | Minum Pagi |
| 11.00 pagi – 1.00 tgh hari | - | <i>Entering Data and Working With Worksheets</i> a) <i>Entering Data</i> b) <i>Working with Worksheets</i> |
| 1.00 tgh – 2.30 ptg | - | Makan Tengahari |
| 2.30 ptg – 4.30 ptg | - | <i>Graphics, Previewing and Printing</i> a) <i>Graphics</i> b) <i>Previewing and Printing</i> |
| 4.30 ptg – 5.00 ptg | - | Minum Petang/ Bersurai |