



UP SCIENCE

COLLEGE OF SCIENCE
UNIVERSITY OF THE PHILIPPINES DILIMAN



U.P. Trunkline
981-8500 loc. 4466/4467
Direct line: 426-3328

**COMPUTATIONAL SCIENCE
RESEARCH CENTER**

Email:
csrc@science.upd.edu.ph

2 May 2018

To: All Dean, Unit Directors and Department Heads

Re: Microsoft Excel Training

The Computational Science Research Center will be conducting 2-day training on "Microsoft Excel Training: Intermediate" on 21-22 June 2018, 8:00 a.m. to 5:00 p.m.

The target participants for the above topic are those who want to familiarize themselves with terminology, screen components, and the most commonly used functions offered by Microsoft Excel which will be beneficial for them especially when creating reports.

Training Course	Date/Time	No. of Hours	Training Fee	Deadline for Registration
Microsoft Excel-Intermediate Level	June 21-22, 2018 (8am – 5pm)	16	P 3,000.00	June 1, 2018

The fee covers tuition, refreshments, certificate of training and all course materials. Payment must be received prior to the course date. Prepayment is required prior to confirming a seat in the class. For other types of payments, please call the office at **4263328; 9818500 local 4466**.

Sincerely,

FREDEGUSTO GUIDO P. DAVID, Ph.D.
Coordinator, CSRC

Endorsed by:

PERRY S. ONG, Ph.D.
DEAN, College of Science

8/2/18



UP SCIENCE
COLLEGE OF SCIENCE
UNIVERSITY OF THE PHILIPPINES DILIMAN



U.P. Trunk line
981-8500loc.
4466/4467
Direct line:
4263328

**COMPUTATIONAL SCIENCE
RESEARCH CENTER**

Email:
csrc@science.upd.edu.ph

Invites you to



Microsoft Office EXCEL

Intermediate Training Course

Course Outline

DAY 1

Fills
Conditional Formatting
Data Validation and Named Ranges
Paste Special Options
Working with dates

DAY 2

Absolute and Relative Referencing
Formula Nesting (nested if etc.)
Lookups
Formula Auditing
Pivot Tables

Venue: CSRC Computer Lab 1

Date: June 21-22, 2018

Duration: 8AM-5PM

Registration Fee: ₱3,000.00 / 2 days

Prerequisite: Knowledgeable about excel basics.

Participants must register on or before **June 1, 2018.**

For queries, contact **Ms. Melinda Fucio**

Tel. +63 2 981-8500 Loc. 4466

Or email at csrctraining@science.upd.edu.ph

To register, fill up the registration form below then scan and email at csrctraining@science.upd.edu.ph or bring to CSRC Admin Office c/o Ms. Melinda Fucio.

Registration Form

Name: _____

Unit/Department: _____

Designation: _____

E-mail address: _____

Contact number: _____

Immediate Supervisor: _____