

LIST OF COURSES

IT COURSES – MICROSOFT OFFICE APPLICATION

COURSE TITLE	DURATION
MICROSOFT OFFICE COURSES	
Microsoft Word (Fundamental & Intermediate)	2 days
Microsoft Word (Advanced)	2 days
Microsoft PowerPoint (Fundamental & Intermediate)	1 day
Microsoft PowerPoint (Advanced)	1 day
Microsoft Access (Fundamental & Intermediate)	2 days
Microsoft Access (Advanced)	2 days
Microsoft Project (Fundamental & Intermediate)	2 days
Microsoft Outlook (Fundamental & Intermediate)	2 days
Microsoft Visio	1 day
Microsoft Publisher	1 day
MICROSOFT EXCEL COURSES	
CORE COURSES	
Microsoft Excel Essential Skills	2 days
Manipulating Data Effectively with Microsoft Excel	2 days
HIGH END COURSES	
1) MANAGING AND ANALYSING DATA	
Data Management with Pivot Table using Microsoft Excel	1 day
Microsoft Excel Interactive Charts	1 day
What If Analysis with Microsoft Excel	1 day
Data Analysis with Integrity Control using Microsoft Excel	2 days
Human Resource Application with Microsoft Excel	2 days
Analysing Sales & Marketing Data using Microsoft Excel	2 days
Effective Charts Presentation Techniques using Microsoft Excel Charts & Microsoft PowerPoint	2 days
2) FUNCTIONS AND FORMULAS	
Microsoft Excel Functions & Formulas	2 days
Mastering Microsoft Excel Array Formulas	1 day
Unleash the Power of Microsoft Excel Lookup Functions	1 day

IT COURSES – MICROSOFT OFFICE APPLICATION

HIGH END COURSES (cont'd)	
3) AUTOMATION OF TASKS	
Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate)	2 days
Mastering Microsoft Excel VBA Loops for Data Consolidating	2 days
Tasks Automation with Microsoft Excel Macro / VBA (Advanced)	2 days
COURSE TITLE	DURATION
4) ANALYTICS MODEL	
Interactive Visual Reporting and Analysis with Microsoft Excel	2 days
5) POWER BUSINESS INTELLIGENT (POWER BI)	
PowerPivot : Powerful Data Analysis and Data Modeling in Microsoft Excel	2 days
PowerQuery : Transforming Work Processes in Microsoft Excel	1 day
MICROSOFT EXCEL FINANCIAL COURSES	
Automating Financial Reports with Microsoft Excel	2 days
Financial Dashboard Reporting with Microsoft Excel	2 days
Automate Financial Consolidation with Microsoft Excel	1 day
ADOBE COURSES	
Adobe Illustrator	2 days
Adobe Photoshop	2 days
Adobe Dreamweaver	2 days
Adobe Acrobat Xpro	2 days

IT COURSES – TECHNICAL

OPERATING SYSTEM & SERVER

Microsoft Windows 2000 & XP

Microsoft Windows 2003 Server

Microsoft Windows Vista

Microsoft Windows 7

Microsoft Windows 8

Microsoft Windows 10

Red Hat Linux

DATABASE

Microsoft SQL Server

Oracle

Microsoft Exchange

PROGRAMMING

Visual Studio .Net

Visual C++

C Programming

PHP Programming

Crystal Report

PENTAWISE SDN BHD is Appointed training provider for member of:

- PSMB (Pembangunan Sumber Manusia Berhad)
- MIA (Malaysian Institute of Accountants)
- FMM (Federation of Malaysian Manufacturers)
- MAICSA (The Malaysian Institute of Chartered Secretaries and Administrators)
- MEF (Malaysian Employers Federation)
- IEM (Institute of Engineering Malaysia)



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