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UUM Corporate Comm.
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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

Prepared by Norhana Shaibatul Khadri
Pictures by Siti Normaya Che Saad

DATA MANAGEMENT MADE EASY WITH MICROSOFT EXCEL



UUM ONLINE: The Centre for International Affairs and Cooperation (CIAC) organized their first in-house training this year. The online training entitled 'Managing Your Data Using Excel' was facilitated by Mdm.

Saadah Mat Ali from the Corporate Planning Division.

CIAC Deputy Director, Assoc. Prof. Dr. Faizuniah Pangil said, the purpose of the training is to provide the participants with the skills of using the basic functions in Microsoft Office Excel software, specifically some usage tips that can be practiced in their daily tasks, as well as creating dashboards using Microsoft Excel.

She added, the implementation of this workshop indirectly supported the Sustainable Development Goals (SDG) which is the 4th SDG, Quality Education.

According to her, organizing such workshops not only increases staff efficiency but also improves the quality of work.

Meanwhile, Saadah said, a dashboard is a method of data visualization using Microsoft Excel which is more attractive and easy to understand.

"Microsoft Excel software is a tool that can simplify the analysis process and save time in managing a lot of data", she said.

The workshop was attended by CIAC administrative staff. Also present at the workshop, CIAC Deputy Director, Assoc. Prof. Dr. Asmat Nizam Abdul Talib and AACSB Manager, Assoc. Prof. Dr. Norani Nordin.



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