

# Stone Forest IT

Member, RSM International

## RSM!

## Stone Forest Training Services Calendar (Jul – Sep 2008)

Topics/ Modules	Duration	Time		Date		
		Begin	End	Jul	Aug	Sep
<b>Microsoft Excel for Business</b>						
For Executives	8 hrs	9:00am	6:00pm	11 (Fri)		
For Management	2 hrs	9:00am	11:00am		11 (Mon)	
Tips & Tricks	2 hrs	9:00am	11:00am			19 (Fri)

### SAGE ACCPAC ERP

General Ledger	8 hrs	9:00am	6:00pm		18 (Mon)	
Accounts Receivable	8 hrs	9:00am	6:00pm		19 (Tue)	
Accounts Payable	8 hrs	9:00am	6:00pm		20 (Wed)	

### Report Formatting

SAGE ACCPAC ERP General Ledger Financial Reporter	4 hrs	9:00am	1:00pm	21 (Mon)		15 (Mon)
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- \* Please contact us for the training dates for Inventory Control, Purchase Order, Order Entry and Project Job Costing.
- \* Stone Forest IT Pte Ltd reserves the right to change the training dates without prior notice. Kindly contact us to confirm the training dates.

Registration / Enquiries: Ms Fiona Ong at 6531-3791



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### Training Services At-A-Glance

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#### Microsoft Excel for Business - For Executives

A 1-day training course specifically designed to assist our clients improve their daily work processes from a practical approach.

- Understanding more Functions
  - Creating formula that Lookup values
  - Creating Report with Subtotal
  - Filtering of data
  - Validating the spreadsheet data
  - Analyzing Data with Pivot Tables
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#### Microsoft Excel for Business - For Management

The key to decision making is being able to analyze timely data. This course is targeted at management personnel who need to know how to manipulate data for quick analysis.

- Filtering of data
  - Analyzing Data with Subtotals
  - Analyzing Data with Pivot Tables
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#### Microsoft Excel for Business - Customized

Organized your customized trainings to meet your unique business needs. Our consultants will plan with you to design training contents specifically cater to your unique business environment.

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#### Report Formatting – General Ledger Financial Reporter

ACCPAC financial report writer is a powerful (Microsoft Excel-based) tool available in ACCPAC general ledger module. This course facilitates participants to use the additional financial reports functions with combination of various Microsoft Excel functions.

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