

## **Working Efficiently with MS Excel (Basic, Intermediate & Advanced)**

The course title is Working Efficiently in MS Excel. The objective is to help participants to permanently overcome the avoidable frustrations and inefficiencies usually associated with MS Excel usage by those who have little or no expertise in it. Participants will return to work better skilled in spread sheet analysis and reporting, increasing their contributions to corporate goal attainment. The course is designed to impact the intermediate to advanced level skill needs of the participants.

### **COURSE BENEFITS**

At the end of the programme, participants will be able to:

- Enrich their familiarity with the language and functionality of MS Excel
- Master the skills for spreadsheet analysis and reporting
- Learn how to handle data, create and use objects in MS Excel.
- Learn how the mastery of the power of EXCEL results in gaining more insight and intelligence for management decision making.