

ADVANCED MICROSOFT EXCEL

FIRST-LEVEL STAFF/MANAGERS (See attached Course Outline)

No. of People	Duration	Amount
1-5 People	3 Days	800,000 - Per Person
5-20 People	3 Days	600,000 - Per Person
20-50 People	3 Days	350,000 - Per Person
Above 50	3 Days	200,000 - Per Person

MIDDLE-LEVEL MANAGERS AND STAFF (See attached Course Outline)

No. of People	Duration	Amount
1-5 People	3 Days	800,000 - Per Person
5-20 People	3 Days	600,000 - Per Person
20-50 People	3 Days	350,000 - Per Person
Above 50	3 Days	200,000 - Per Person

TOP-LEVEL MANAGERS AND STAFF (See attached Course Outline)

No. of People	Duration	Amount
1-5 People	3 Days	1,000,000 -@Person
5-20 People	3 Days	700,000 - Per Person
20-50 People	3 Days	500,000 - Per Person
Above 50	3 Days	300,000 - Per Person

DETAILED CURRICULUM

FIRST-LEVEL STAFF/MANAGERS

Introduction to Advanced Excel (An overview/ tour of the Excel sheet Ribbon)	3 DAY TRAINING COURSE (15 Hours)
How to open, save, copy and duplicate an Excel Worksheet	
Entering & Editing Worksheet Data	
How to Add/Remove Rows and Columns	
Adjusting Columns and Rows width	
How to use find and Replace	
Sorting and Filtering	
Inserting Comments in Excel Worksheet	
Creating Formulas that LOOKUP values	
Introduction to Excel Table functionalities	
2 BONUS TOPICS OF YOUR CHOICE	

MIDDLE-LEVEL MANAGERS AND STAFF

Introduction to Advanced Excel (An overview of the Excel sheet Ribbon)	3 DAY TRAINING COURSE (15 Hours)
Data Extraction, Cleaning and Transformation	
Creating Advanced Formulas that COUNT & SUM	
Advanced Counting and Summing with Criteria (Sum/CountIFS)	
Introduction to Formulas that LOOKUP values (VLOOKUP, HLOOKUP, Match and Index)	
Introduction to Excel Tables	
Advanced Sorting and Filtering	
Advanced PIVOT TABLES (a Comprehensive Coverage)	
Visualising Data with Charts & Slicers	
Data Visualisation using Conditional Formatting	
Bonus Topic: Protecting your Work OR Topic of your Choice	

TOP-LEVEL MANAGERS AND STAFF

INTRODUCTION TO ADVANCED EXCEL + AN OVERVIEW THE EXCEL ADD-INS

ADVANCED EXCEL CALCULATIONS WITH CRITERIA & FUNCTIONS

DATA TRANSFORMATION & CLEANING TECHNIQUES

FUNCTIONS FOR UNUSUAL LOOKUPS

CREATING CONSOLIDATED REPORTS WITH LINKING SHEETS

ANALYSING DATA WITH ADVANCED PIVOT TABLES AND PIVOT CHARTS

DATA VISUALISATION USING CONDITIONAL FORMATING

ADVANCED DATA CLEANING AND MODELLING TECHNIQUES (Incl Introduction to POWER QUERY)

INTRODUCTION TO POWER PIVOT

INTRODUCTION TO POWER BI

ANALYZING DATA WITH POWERBI

ENHANCING PIVOT TABLES AND PIVOT CHARTS WITH POWER PIVOT

CREATING AND FORMATTING POWERBI REPORTS

SHARING YOUR DATA USING POWERBI SERVICE

CREATING INTERACTIVE KPI DASHBOARDS IN EXCEL

3 DAY TRAINING COURSE (15 Hours)

Note: A client is at liberty to design their own course outline/ curriculum according to the prevailing skills gap. We will Execute it.

T&C Apply

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