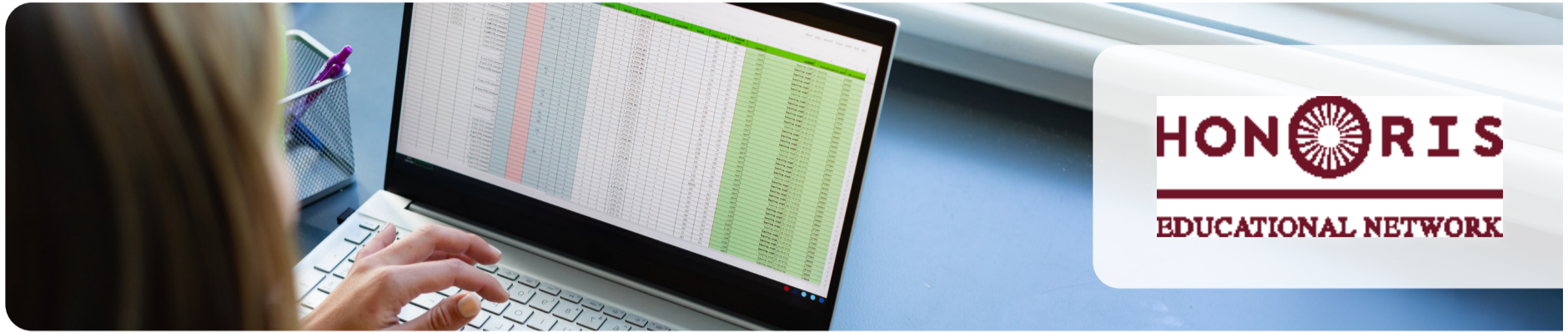


MICROSOFT EXCEL

MQA Approved | **HRDC** Refundable



COURSE DESCRIPTION

This course is designed to equip participants with essential skills in Microsoft Excel for modern professionals. Through hands-on training, participants will learn how to leverage Excel for data management, analysis, and reporting. The course aims to enhance participants' professional efficiency and productivity by harnessing the full potential of this software applications.

DURATION

12 hours
/ 2 days

Theory: 6 hrs
Practical: 6 hrs

CERTIFICATION

A Certificate of Attendance is given upon successful completion of this course.

DELIVERY MODE:

FACE TO FACE

TARGET AUDIENCE

Business Professionals,
Accountants or anyone
seeking to build proficiency
in using MS Excel

COURSE OBJECTIVE

- Navigate the Excel interface and tools confidently.
- Perform accurate data entry and apply consistent formatting.
- Set up worksheets with print areas and manage page breaks.
- Use text functions (LEN, CONCATENATE) and handle delimited data.
- Apply conditional formatting to highlight trends/exceptions.
- Execute calculations using core functions and formulas.
- Analyze data with COUNT, COUNTA, and COUNTIF.
- Create and customize charts/graphs for visualization.
- Implement lookup functions (VLOOKUP, XLOOKUP).
- Develop and manipulate PivotTables for data analysis.
- Protect sheets/workbooks to secure data.
- Prepare analytical reports and professional outputs.
- Organize data using sorting and filtering tools.
- Manage multiple worksheets/workbooks efficiently.
- Conduct mail merges for automated documents.

Hassan Mustan

15 years of experience in finance
Conducted multiplied workshops in Excel
Certified Financial Consultant
MBA / Associate Financial Accountant

TRAINER:

GET IN TOUCH

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