

LEARNING AND DEVELOPMENT PROGRAMME FOR THE PUBLIC SERVICE



COURSE:

i *Advance Excel in the Workplace*

OVERVIEW

i Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows Mac OS X, IOS and Android. This course is developed with modules designed using Microsoft Excel version 2016. Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data, and integrating information from different programmes.

This course will greatly assist Public Officers, who in the line of duty require numerical information, need to analysis data to write a report, present or advise accordingly.

The Objective

- i** By the end of the Advance Excel in the Workplace Course participants will be able to:
- Use advance functions and productivity tools to develop their worksheets
 - Manipulate data lists
 - Utilize Consolidation provide summaries for report and show results from multiple worksheets
 - Record repetitive tasks by creating Macros
 - Utilize Hyperlinks to move worksheets around

Target Participants

i This course is targeted at **twenty (20) Public Officers** who are involved in accounting, data analysis, or the annual budget preparation.

Duration

i The course is slated for 2 Days

Method of Teaching

i Face to Face

Tutor

i National Center for Technology Innovation (NCTI), KINGSTOWN

Course Date

i 15th to 16th May, 2023

Course Application Deadline

i 11th May, 2023

Download the Application Form, complete and submit it to the Public Sector Reform Unit, Ministry of the Public Service, Consumer Affairs and Sport, 2nd Floor Ministerial Building, Kingstown.