LEARNING AND DEVELOPMENT PROGRAMME

FOR THE PUBLIC SERVICE

COURSE:

ℹ️ *Basic Excel Course*

OVERVIEW

ℹ️ This Excel course will teach you the essentials of working within the Microsoft Excel environment. The Excel software is a global standard used for spreadsheet manipulation. It is a powerful tool used for data management, performing advance calculations, creating graphical representation of data and allows for collaboration with other software programmes.

Mastering Excel will enhance work efficiency and keep data organized. Data analysis can be conducted which will make information easier to view as data is added or changed. It will help in making predictions.

In short, Excel will organize data easily and do basic to complex mathematical functions, turn data into helpful graphics and charts and will analyze and provide forecasts to enable the task at hand.

The Objective

ℹ️ By the end of this training course participants will be able to:

- Demonstrate an understanding of Excel Spreadsheet
- Create, open and save workbooks
- Explore the user interface
- Work with data
- Format a workbook
- Create and format charts incorporating essential features
- Print and view workbooks

- Customize the Quick Access Toolbar

Target Participants

ℹ The course is open to all **Public Officers.** For Beginner's **ONLY**

Duration

ℹ The course is slated for **2 (two) Days**

Method of Teaching

ℹ Face to Face

Tutor

ℹ National Center for Technological Innovation (NCTI)

Course Date

ℹ **19th and 20th February, 2024**

Course Application Deadline

ℹ **9th February, 2024**

Complete the form and submit it to the Public Sector Reform Unit, Ministry of the Public Service, Consumer Affair and Sport, 2nd Floor Ministerial Building, Kingstown.