

# MICROSOFT EXCEL LEVEL 1 TO 3



This course is designed for Corporate Industry and students who want to gain the skills necessary to use, dashboards for reporting, pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

## Learning Objectives

- Master the more advanced functions of Excel
- Should be able to produce more sophisticated and clear reports
- Perform complex mathematical calculations by using relevant and advanced functions, thereby saving time and improves productivity.

## Who should attend?

This module is specifically designed for Corporate Industry and students who want to gain the skills necessary to use excel.

## Modes of delivery

The module shall be delivered by way of:

- Lectures
- Demonstrations
- Group presentations
- Case studies
- Assignments
- Practicals

*Each training group will have their training resources tailor made to meet their specific training requirements. The delivery method will be adjusted accordingly.*