

## COURSE PROFILE

**Course Title:** Improving Excel Skills

**Course Code:** MGT-1

**Course Dates:** 3<sup>rd</sup> to 12<sup>th</sup> December 2019

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### Target Group

This course targets:

- Middle to Senior Management cadre of NATCOM.

### Course Topics

#### Formatting Worksheets

- Adding Print Titles and Gridlines
- Rows to repeat at top of each page
- Formatting Fonts & Values
- Adjusting Row Height and Column Width
- Changing Cell Alignment
- Adding Borders Applying Colours and Patterns
- Using the Format Painter
- Merging Cells, Rotating Text, and AutoFit
- Using AutoFill

#### Editing

- Entering Date Values and using AutoComplete
- Editing, Clearing, and Replacing Cell Contents
- Collecting and Pasting Multiple Items
- Using the Paste Special Command
- Inserting Cell Comments

#### Formula Basics

- Naming cell ranges
- Creating a basic Formula
- Calculating Value Totals with AutoSum
- Editing & Copying Formulas
- Arithmetic Formula
- Statistical Formula
- Logical Formula

#### Working with Forms Menu

- Sorting, Subtotalling & Filtering Data
- Copy & Paste Filtered Records
- Creating and Validating Lists

#### Creating and Working with Charts

- Creating a Chart Moving and Resizing a Chart

- Formatting and Editing Objects in a Chart
- Changing a Chart's Source Data
- Changing a Chart Type
- Adding Titles, Gridlines, and a Data Table
- Formatting a Data Series and Chart Axis
- Annotating a Chart

### **Expected Outcomes**

At the end of this course, participants should:

- Be in a position to do more complex calculations using Excel
- Know when to choose a chart type, based on the data available
- Work with relatively large amounts of data in Excel
- Use excel more effectively in processing work-related data

### **Certification**

Two types of certificates shall be issued:

- i. Certificate of Participation: which shall be issued to all staff attending all sessions of the course
- ii. Certificate of Completion: which shall be issued to staff who successfully completed all assigned tasks and projects, in addition to attending all class sessions