

FOUNDATION EXCEL FOR BUSINESS ANALYSIS – 3DAYS

This course is designed to help you understand the working of MS Excel from the beginning and how to enter formulae into a cell, build basic charts and format a spreadsheet. Participants will excel use to carry out basic business assignments for effective reporting.

Learning Objectives:

Participants will:

- Acquire skills needed to carry out basic assignments using MS Excel thereby reducing paper work and increasing reporting speed and quality.
- Be equipped with basic knowledge in Excel for effective reporting.

Learning Contents:

- The Excel Interface
- Quick Access toolbar
- Getting Help
- Excel Selection Techniques
- Manipulating Rows and Columns
- Copying, Moving and Deleting
- Worksheets: Manipulating Worksheets
- Formatting a spreadsheet
- Number Formatting

- Freezing Row and Column Titles
- Formulas and Functions
- Cell Referencing
- Using Charts
- Customizing Excel
- Viewing and Printing

Available as in-plant. **Fee:** Negotiable.

Who Should Attend?

A must course for any staff in Account, Finance, Audit, Budgeting and those who want to be professional in excel usage and application for effective management reporting.

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