

# ENHANCING YOUR MS EXCEL SKILLS

Unlock the power of data with practical Excel skills that enhance accuracy and efficiency. Learn to analyze, organize, and present information for smarter decision-making.

## COURSE OBJECTIVES

The MS Excel program is designed to build the capacity of participants to:

- ▶ Apply Advanced Data Validation and Conditional Formatting Techniques.
- ▶ Use Advanced Filtering Techniques and Structured Tables Effectively.
- ▶ Create Dynamic Reports and Dashboards for Decision-Making

## FOCUS AREAS

Key topics to be covered during the session include:

- ▶ Conditional and Logical Function
- ▶ Data Validation
- ▶ Lookup Functions
- ▶ Data Cleaning and Transformation
- ▶ Pivot Tables
- ▶ Creating Interactive Dashboards

## WHO TO ATTEND

Administrative and Operations Staff, Finance and Accounting Officers, Data Analysts, Business Support Staff, and all professionals who work with reports and data.

**23rd - 24th Apr. 2026**

**Crystal Palm Hotels**

**GHS 3,000.00** per participant

**9am - 3pm** (each day)

**To Register,**



Call / WhatsApp:

**0244524129**

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### Contact Us Today:

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