UNIVERSITY OF DAR ES SALAAM
BUSINESS SCHOOL

Training on Advanced MS Excel Application School (UDBS) from 21 – 24 March 2023

Course Description

Tailored for professionals from the public and private sectors, including financial, construction, logistics, and telecommunication sectors, among others, looking to master excel for handling complex tasks, advanced data management, tracking, and reporting performance. This training will provide the skills necessary to use advanced excel formulas, pivot tables, and various advanced techniques for handling n meric and text data

Course Content

1. Introduction to Advanced Excel
2. Managing data with logical and nested functions
3. Pulling data with lookup functions
4. Handling text data
5. Methods of summarizing data and mapping
6. Reports consolidation with pivot tables
7. Process automation

Course Fee

The fee for the course is 600,000/= which covers materials, course delivery, certificates, and refreshments.

Course Outcome

- Apply logical functions as decision-making tools for evaluating various data condition
- Leverage on various excel methodologies for extracting and summarising data
- Use excel to develop a dashboard and track organization key performance indicator
- Create a dashboard in Excel to track key performance indicators for an organization
- Be able to apply various excel methodologies to extract specific data
- Automate repetitive tasks

Mode of payment

All payments should be made to NBC Bank
Acc. Name: FACULTY OF COMMERCE
Acc. # 040103000924
Swift Code: NLCBTZTX

Contacts

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