



University of Dar es Salaam
Business School

Training on Advanced Ms Excel Application

Date: 30th November to 3rd December 2021 at UDBS Block B

Course Description: This Advanced MS Excel training class is designed for professionals from various sectors who are looking to electronic spreadsheet and progress into most advanced features and functions for handling complex tasks. This training will provide skills necessary to use advanced excel formula, pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

Course Outcomes: At the end of the course, participants should be able to:

- i. Perform most advanced calculations and functions
- ii. Use Excel to automate day to day activities
- iii. Use pivot tables to create dynamic reports
- iv. Use Excel for forecasting.

Course Content:

1. Advanced logical functions
2. Working with Lookups
3. Sharing and securing workbooks
4. Forecasting with excel
5. Managing data with Pivot tables
6. Creating spark lines and Mapping Data
7. Automatic Workbook Functionality

Venue: University of Dar es Salaam Business School (UDBS) Block B.

Fee and Mode of Payment: The fee for the course is 600,000/= which covers materials, course delivery, certificates and refreshments.

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

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