

Course Code: **M1305**

Basic Excel Training

COURSE INFORMATION

Sessions
1 day**Duration**
7.5 hrs**Level**
Beginner**Assessment**
NA**VENUE****Address:** 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1 Getting Started with Excel

Explore Excel user interface

Manage Worksheets

Manage Rows and Columns

Manage Data

Topic 2 Basic Data Analysis using Excel

Overview of Formulas and Functions

Use IF functions to analyse data

Use Lookup and Reference functions to extract data

Aggregate functions - COUNTIF, AVERAGEIF, SUMIF

Topic 3 Basic Data Visualisation using Excel

Create chart

Basic chart types

Format chart elements

Other chart types - Treemap, Sunburst, Histogram...

COURSE FEE

Full Fee NGN 170,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/basic-excel-training.html>



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SUPPORT

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