



Course Code: M1305

# Basic Excel Training

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

**Address:** Tertiary Courses Ghana Company Ltd, North Legon, Greater Accra, Ghana.

## 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 GHS 2,000.00

## 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

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



SCAN TO REGISTER

## SUPPORT

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