

COST PER HEAD

Rs. 8,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

OTHER DETAILS

It is a non-residential course.

HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to keerthi@dlcsrilanka.org Application form could be downloaded from the DLC website: www.dlcsrilanka.org

Enquiries and Clarifications
Call Keerthi Wijesekara
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*using MS Excel 2010



SLIDA

RATIONALE

Many officers do not use the advanced functions of MS Excel to do their calculations, analysis and data presentations. The program is designed to improve these areas with introduction to advanced functions of MS Excel.

OBJECTIVE

To empower participants with the necessary knowledge to get to know the advanced functions of MS Excel and how to use it appropriately for improved productivity.

CONTENTS

- Interface changes of Excel 2010
- Table based capabilities and data sets
- Professional chart creation
- Sparkline analysis
- Advanced filtering for better accuracy
- Pivot tables to save time and delivery
- Data validation capabilities
- Handling data arrays with office Excel
- Group data and sub group data
- Calculate the sub totals and other results
- Tracking precedence and dependents of data records and formulas

TARGET GROUP

This is targeted at staff officers who use Excel on a day to day basis.

METHOD

The topics will be covered through interactive lectures with hands on practical sessions and exercises. There will be peer level guided learning sessions to perform team work in an organized way.

DURATION
Only 2 days

CLASS SIZE
Maximum 30 participants

DATES

Dates will be announced when adequate number of participants have been registered for the program



ENTER NOW!