



EXCEL

WHAT CAN YOU EXPECT?

This is an introductory course to Excel. This is an applied course by the end of which participants will be able to input and manipulate data in Excel. This course takes participants through the basics of Excel and equips participants with the tools which are required in order to use Excel efficiently for data collection, storage, calculations, and use across other applications.

WHO SHOULD TAKE THIS COURSE?

This course is ideal for anyone who deals with data sets; students, accountants, engineers, field officers, marketing practitioners, and practitioners across innumerable disciplines.

No prior experience using Excel is required to take this course.

WHAT IS INCLUDED?

Participants gain familiarity with the layout of Excel and how to use the different parts of the Excel window to input and manipulate data. Participants will learn how to input data, how to use formula, how to create charts and tables, and how to install and use analysis tools.

HOW SHOULD THE COURSE BE TAKEN?

It is recommended that participants complete all the activities which are presented in this course. It is also recommended that participants apply the techniques presented in this course on spreadsheets which they use at work, school, or other settings.

WHERE CAN I GET MORE INFORMATION ABOUT THIS COURSE?

To speak to a course instructor about the course please contact Learning Factory by way of the details listed below.

Telephone: + 263 71 745 3072 | +263 71 808 1809

WhatsApp: + 263 77 226 9737

Email: info@learningfactoryzw.com

HOW MUCH DOES IT COST?

A one-time payment of US\$100 or the equivalent amount in Zimbabwean Dollars or other currencies is required to enrol for this course.

Upon successful completion of the course you will be issued with a digital certificate* and a digital badge which you can use to demonstrate your achievement.

*Printed certificates may be issued upon payment of production and courier fees.