

## **INVITATION FOR 10-DAYS TO ATTEND TRAINING ON ADVANCED EXCEL FULL COURSE WITH CPD HOURS**

**Dear sir/madam,**

We cordially invite you and your esteemed staff to participate in a comprehensive training on Advanced Excel Techniques for Professional Development. This seminar, designed for professionals in the Public and Private sectors, as well as NGOs, is intended to provide valuable insights and enhance your expertise in the realm of Advanced Excel techniques.

### **Course Overview:**

The seminar has been meticulously curated to cater to the needs of professionals such as Chief Accountants, Heads of Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, Treasures, Economists, HR and Admin and many others. Upon successful completion of the seminar, participants will receive training certificates and earn Continuing Professional Development (CPD) hours recognised by relevant professional bodies.

### **Training Objectives:**

By the end of this Advanced Excel course, participants will be able to:

- Master advanced Excel functions and formulas for enhanced data analysis and automation.
- Utilize advanced tools such as PivotTables, and PivotCharts for dynamic reporting.
- Analyze large datasets using advanced techniques like lookups, and what-if analysis.
- Automate complex and repetitive tasks using Excel
- Develop interactive dashboards to visually present data insights for decision-making.
- Gain in-depth knowledge of Excel's data validation, conditional formatting, and protection features to maintain data accuracy and integrity.

### **Training Outcomes:**

Participants completing this course will:

- Be proficient in handling complex Excel tasks involving data manipulation and analysis.
- Demonstrate the ability to produce professional reports, including dynamic dashboards and custom visualizations.
- Acquire CPD hours, contributing to their professional development and certification requirements.
- Be prepared to apply advanced Excel techniques in real-world business scenarios, enhancing productivity and data-driven decision-making within their organization.

### **Topics to Be Covered and Benefits:**

#### **Module One (Formulas and Functions):**

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- Cell Referencing: Relative, Mixed, and Absolute.
  - Subtotal and Data Validation Techniques.
  - Flash Fill and Concatenate Function.
  - Effective Printing Techniques.
  - Number Format Tool.
  - Using the BYCOL and BYROW Functions.
  - Using CHOOSE, CHOOSECOLS and CHOOSEROWS Functions.
  - Understanding Array Functions.

### **Module Two (Formulas and Functions):**

- Mastering Logical IF Functions and Nested IF Functions.
- Data Protection and Encryption:
  - Protecting Workbooks and Sheets.
  - Locking Cells and Enforcing Read-only Access.
  - Marking Workbooks as Final.
- What if Analysis (Scenario Managers, Data Tables, Goal Seek etc).
- Using the HSTACK and VSTACK Functions.
- Using TOCOL and TOROW Functions.
- TODAY, YEARFRAC, DATE and DATEDIF Functions.
- Implementing Custom Error Messages in Data Validation.
- Exercises

### **Module Three (Formulas and Functions):**

- Freezing Panes and Creating Hyperlinks for Enhanced Navigation.
- Identifying and Removing Duplicate Data Entries.
- Using UNIQUE Functions.
- SUM, SUMIF, and SUMIFS Functions.
- Application of COUNT, COUNTA, COUNTIF, and COUNTIFS.
- Text Functions: CONCATENATE, UPPER, PROPER, LOWER, MID, LOWER, UPPER, AND PROPER.
- Using the SORT, SORTBY and FILTER Functions.
- Dynamic Arrays and Their Applications.
- Exploring Flash Fill in Data Entry.
- Advanced Logical Functions: IF AND, IF OR, IF AND OR.
- Slicers and Excel Tables for Efficient Data Analysis.
- Comprehensive Reporting with Pivot Tables and Advanced Applications.
- Exercises

### **Module Four (Formulas and Functions):**

- Unveiling Look-up Functions: V-LOOKUP, HLOOKUP and XLOOKUP.
- Exploring Advanced Conditional Formatting.
- Basics of Chart Creation and Essential Chart Elements.
- Using CHOOSE, CHOOSECOLS and CHOOSEROWS Functions.
- LARGE AND SMALL Functions.
- Linking Excel and Word documents.
- Mail Merge with Excel and Word combination.

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- Advanced Charting Techniques (Combo Charts, Sparklines).
  - Exercises

### **Fees and Payment Method:**

**TZS 400,000/= per person** (Daily Evening session - Physical or Online Session). Payments can be made through bank deposit to the following details:

**A/C NAME: STEP AHEAD FINANCIAL CONS**

**BANK NAME: CRDB BANK**

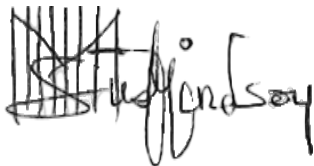
**ACCOUNT NUMBER: 015C448187900**

### **Confirmation:**

To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at [info@safco.co.tz](mailto:info@safco.co.tz).

We look forward to your participation in this insightful seminar, which promises to enhance your knowledge and skills in using MS Excel proficiently. Your presence will undoubtedly contribute to the success of this event.

Sincerely,



Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

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