

ESSENTIALS IN MICROSOFT EXCEL

Master the functionality of Microsoft Excel to run, manage
and analyze data

TRAINING COURSE OBJECTIVES

-  **Navigate**
the platform for effective data input and analysis
-  **Transform**
convoluted data into organized data sets
-  **Build**
queries to organize sets of data
-  **Implement**
formulas and functions to streamline analysis
-  **Automate**
data analysis to increase productivity
-  **Unleash**
the power of Excel in Microsoft 365

ADVANCE YOUR SKILLSET WITH PRACTICAL HOW-TO COURSES

Developed by senior consultants and training practitioners,
our practice-based courses focus on the specialized skill
sets required by government employees to excel within their
roles and responsibilities.

Training Courses

- Training by practitioners
- Interactive experience sharing
- Practical case studies
- Realistic exercises
- Career insights
- Customizable to client methodologies