MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Microsoft Excel Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2976	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Microsoft Excel Specialist course offered by Magna Skills is designed to provide participants with comprehensive training in utilizing Microsoft Excel for various data analysis, reporting, and management tasks. This course covers essential Excel features, functions, and techniques, empowering participants to become proficient Excel users capable of efficiently manipulating data, creating insightful charts and graphs, and automating repetitive tasks using advanced Excel functionalities.

Course Outcomes

1. **Excel Basics and Navigation:** Familiarize participants with the Excel interface, workbook management, and essential navigation shortcuts to enhance productivity and efficiency.
2. **Data Entry and Formatting:** Learn best practices for data entry, organization, and formatting to ensure data accuracy and consistency within Excel worksheets.
3. **Formulas and Functions:** Gain proficiency in using Excel formulas and functions, including arithmetic functions, logical functions, lookup functions, and text functions, to perform calculations and manipulate data effectively.
4.

Data Analysis and Visualization: Explore techniques for data analysis and visualization using Excel's built-in tools, including pivot tables, conditional formatting, and sparklines, to identify trends, patterns, and insights within datasets.

5. **Advanced Data Manipulation:** Master advanced data manipulation techniques, such as data validation, sorting, filtering, and data consolidation, to streamline data management processes and improve data integrity.

Course Outline / Curriculum

Module 1: Excel Basics and Navigation

- Introduction to Excel interface and workbook management
- Essential navigation techniques and keyboard shortcuts

Module 2: Data Entry and Formatting

- Data entry best practices and techniques
- Formatting options for text, numbers, and dates

Module 3: Formulas and Functions

- Understanding Excel formulas and cell references
- Commonly used Excel functions (e.g., SUM, IF, VLOOKUP)

Module 4: Data Analysis with PivotTables

- Creating PivotTables to summarize and analyze data
- Using PivotCharts for visualizing PivotTable data

Module 5: Advanced Data Analysis Techniques

- Conditional formatting to highlight data trends and outliers
- Data validation and error checking for data integrity

Module 6: Charting and Graphs

- Creating and customizing charts and graphs in Excel
- Utilizing advanced chart features for data visualization

Module 7: Data Analysis with Tables

- Working with Excel tables for structured data management
- Sorting, filtering, and analyzing data in Excel tables

Module 8: Advanced Formulas and Functions

- Advanced Excel functions (e.g., INDEX-MATCH, SUMIFS, COUNTIFS)
- Array formulas for complex calculations and data manipulation

Module 9: Automation and Efficiency

- Using Excel's built-in tools for automation (e.g., macros, conditional formatting rules)
- Tips and tricks for improving productivity and efficiency in Excel

Module 10: Practical Applications and Case Studies

- Applying Excel skills to real-world scenarios and business applications
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Case studies and exercises to reinforce learning and skill application

The Microsoft Excel Specialist course equips participants with the skills and knowledge necessary to excel in data analysis, reporting, and management using Microsoft Excel. Through a blend of theoretical learning, hands-on exercises, and practical applications, participants will develop proficiency in leveraging Excel's powerful features and functionalities to handle complex data tasks, make informed decisions, and drive organizational success.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Excel Specialist
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____