MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 23-Nov-2026

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
MSD2980	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the Excel 2016 Specialist workshop. Excel can help you interpret data for insights.

This course covers workbook options and settings, custom data formats and layouts, advanced formulas and advanced charts and tables that can help you become an Excel expert.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let’s review our goals for today.

At the end of this workshop, participants should be able to:

- Save a workbook as a template, with colors, fonts, cell styles and themes
- Reference data using structured references or data in another workbook
- Protect a workbook from further editing
- Prepare a workbook for internationalization
- Apply custom data formats and validation
- Apply advanced conditional formatting and filtering
- Use form controls
- Work with macros
- Define and use named ranges
- Apply functions in formulas using logical functions, math & trig functions, statistical functions and date & time functions
- Get & transform data
- Perform what if analysis
- Troubleshoot formulas
- Create advanced charts
- Create and manage PivotTables
- Create and manage PivotCharts

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives

Module Two: Manage Workbook Options and Settings

- Manage Workbooks
- Save a Workbook as a Template
- Reference Data in Another Workbook
- Reference Data by Using Structured References
- Display Hidden Ribbon Tabs
- Manage Workbook Review
- Mark a Workbook as Final
- Protect a Workbook with a Password
- Protect a Worksheet to Restrict Editing
- Protect Workbook Structure
- Manage Workbook Versions
- Setting Calculation Options
- Module Two: Review Questions

Module Three: Apply Custom Data Formats and Layouts

- Prepare a Workbook for Internationalization
- Apply International Currency Formats
- Apply Locale to Date or Time Formats
- Apply Custom Data Formats and Validation
- Create Custom Number Formats
- Populate Cells by Using Advanced Fill Series Options
- Configure Data Validation
- Apply Advanced Conditional Formatting and Filtering
- Create Custom Conditional Formatting Rules
- Create Conditional Formatting Rules that Use Formulas
- Manage Conditional Formatting Rules
- Create and Modify Custom Workbook Elements
- Create Custom Color Formats
- Create Custom Font Sets
- Create and Modify Cell Styles
- Create and Modify Custom Themes
- Manage Multiple Options for Theme Fonts

Insert and Configure Form Controls

- Work with Macros
- Enable Macros
- Record a Macro
- Run a Macro
- Edit a Macro
- Copy Macros from One Workbook to Another
- Module Three: Review Questions

Module Four: Create Advanced Formulas

- Define Named Ranges and Objects
- Name Cells
- Use Named Cells in a Formula
- Manage Named Ranges and Objects
- Apply Functions in Formulas
- Perform the AND Function and the OR Function
- Perform NOT Function
- Perform Logical Operations by Using Nested Functions
- Perform SUMIFS, AVERAGEIFS, and COUNTIFS Functions
- Look Up Data by Using Functions
- Look Up Data by Using the VLOOKUP Function
- Look Up Data by Using the HLOOKUP Function
- Look Up Data by using the MATCH Function
- Look Up Data by Using the INDEX Function
- Apply Advanced Time and Date Functions
- Serialize Numbers by Using Date and Time Functions
- Reference the Date and Time Using the NOW and TODAY functions
- Perform Data Analysis and Business Intelligence
- Import, Transform, Combine, Display, and Connect to Data
- Consolidate Data
- Perform What-If Analysis by Using Goal Seek
- Perform What-If Analysis by Using Scenario Manager
- Troubleshoot Formulas
- Trace Precedence and Dependence
- Monitor Cells and Formulas using the Watch Window
- Validate Formulas by Using Error Checking Rules
- Evaluate Formulas
-

Module Four: Review Questions

Module Five: Create Advanced Charts and Tables

- Create Advanced Charts
- Add Trendlines to Charts
- Create Dual-Axis Charts
- Save a Chart as a Template
- Create and Manage PivotTables
- Create Slicers
- Create PivotTables
- Modify Field Selections and Options
- Group PivotTable Data
- Reference Data in a PivotTable by Using the GETPIVOTDATA Function
- Add Calculated Fields
- Format Data
- Create and Manage PivotCharts
- Create PivotCharts
- Drill Down into PivotChart Details
- Apply Styles to PivotCharts
- Manipulate Options in Existing PivotCharts
- Module Five: Review Questions

Module Six: Wrapping Up

- Words from the Wise

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
- Nairob
- 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
- Flexib

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 _____