



Microsoft Excel

Objectives: At the end of the workshop Participants will be able to:

- Interact with their colleagues and superiors with confidence
- Carry out their responsibilities confidently
- Influence their customers
- Look forward to the betterment of their careers
- To be successful in a business environment

Content:

- Getting Started
 - Basics of Spreadsheets
 - Creating and Opening Workbooks
 - Navigating the Interface
- Basic Worksheet Operations
 - Entering and Editing Data
 - Basic Formulas and Functions (e.g., SUM, AVERAGE)
 - Cell Referencing
- Formatting Worksheets
 - Cell Formatting: Font, Borders, Fill Colors
 - Adjusting Column Widths and Row Heights
- Data Organization
 - Sorting and Filtering Data
 - Creating Basic Charts
- Assignments and Practice

For whom:

- All IT and Non-IT professionals in Private & Public Sector Organizations

Methodology:

- Lectures & Practical Sessions – (Physical)

- ★ We kindly request you to send us the Names and Mobile Phone Numbers of the participating officers.
- ★ In-house training programmes can be arranged on your request.

Skills Development Fund

**Ministry of Education, Higher Education and Vocational
Education
(Vocational Education Sector)**

354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.
Tel / Fax: 011-2593982, 011-2599347, 011-2507810, 011-2507273,
011-2055603, 011-2055602

Date:

08th, 09th and
10th

September
2025

at

SDFL Auditorium

Duration:

Three days
(9.00a.m. to 4.00p.m.)

Course Fee:

21,000/=
Per Participant

Contact:

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