



Advanced

Microsoft Excel Training for Data Analysis

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:

- Using Advanced Functions/ Using Other Functions/ Working with Tables
- Working with Data Series/ Using Scenario and Goal Seeking
- Consolidating Worksheets/ Using Worksheet Protection
- Using Templates
- Working with Views
- Creating/Revising PivotTables
- Sharing Workbooks
- Using Data Tables
- Using Auditing Tools
- Interdiction to VBA
- Interdiction to Macros

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

Methodology: Lectures, Discussions and Exercises (**Physical**)

Dates : 25th, 26th & 27th February 2026

Duration : Three days (9.00a.m. to 4. 00p.m)

Medium : English/Sinhala

Venue : SDFL Auditorium

Course Fee : Rs. 21,000/= per participant (This includes Lunch, Refreshments, Writing materials & Certificate for each)

Skills Development Fund

Ministry of Education

354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.

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