



MICROSOFT EXCEL WORKSHOP

MODULE 2



This workshop is designed to provide the attendee with a solid foundation using some of the common Microsoft Excel functions. Understanding the different tools will enable the user to create documentation in a more efficient manner. By the end of this training the attendees will be able to:

- **Sort and filtering options**
- **Use a subtotal function**
- **Use the VLOOKUP function simply**
- **Create dynamic charts and dashboards**



Wednesday, 24 May 2023



45 minutes, From 12:00Pm- 12:45Pm



Recommended for faculty, Staff, and Student



Online training via MT



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Registration from 21-23 May 2023