



Microsoft Excel Level 1

Syllabus Agenda

Description

In humanitarian settings, data processing plays a pivotal role to support decision-making and coordination of the response. To ensure that humanitarian interventions are aligned with the needs on the ground, data from various sources needs to be consolidated, cleaned, and analysed to create actionable insights. Microsoft Excel is a powerful tool that is used to organize data, perform calculations, analyse information, and represent data in a visual format.

This course aims to provide basic-intermediate-level knowledge of Microsoft Excel usage for data processing and analysis. It will cover the interface and functions of the program, work with sheets and columns, and data visualization using a table and a diagram. Participants also learn how to use math operations and simple formulas (LEFT, RIGHT, MID, CONCATENATE, UPPER, LOWER, PROPER, TRIM, and COUNTIFS), and clean and filter data using various functions and keyboard shortcuts.

The training is envisioned as an interactive and practical session with space for participants to ask questions and engage with the exercises.

Pre-requisites

Laptop and MS Excel License

Length

4 hours 30 minutes

Language

Ukrainian

Location

Online (MS Teams)/Offline

Training Goal:

Develop the practical skills of Microsoft Excel using during data analysis and visualization.

Training Objectives:

- Learn about the MS Excel interface and basic tools
- Learn how to use the different functions for calculation and analysis.
- Understand how to organize data in tables and pivot tables
- Learn about conditional formatting and charts

What you can do after the training:

- Navigate spreadsheets, sheets, and tables effectively.
- Utilize simple functions for calculations and analysis.
- Boost productivity with essential keyboard shortcuts.
- Apply data cleaning techniques for improved data quality.
- Create visually impactful charts to represent data.

Microsoft Excel

(10.00 am – 14.30 noon)

10.00 – 10.15	Introduction, Objectives and Setup
10.15 – 11.00	MS Excel Interface, Data Entry, and Arithmetic Operations
11.15 – 12.00	Tables, Charts, and Graphs
12.00 – 12.20	Break
12.20 – 13.30	Mathematical operations. Formulas and functions
13.30 – 14.15	Data Cleaning
14.15 – 14.30	Final Q&A and Closing Remarks