



The Result Consult Co. Ltd

Office: Kigali – Rwanda, KN 1 AVE 55

E: info@theresult.rw , Tel: +250788536554

W: www.theresult.rw , P.O. Box 6544 Kigali, Rwanda

CALL FOR APPLICATION FOR ADVANCED MICROSOFT EXCEL

1. Background

In line with its missions of mobilizing resources for better change, the firm acknowledges that the cornerstone of resource mobilization lies in having empowered human resources. To support professionals requiring Advanced Microsoft Excel for diverse data analysis and reporting purposes, the firm is organizing two weeks of training on Advanced Microsoft Excel. This training is specifically designed for individuals incorporating Advanced Excel into their daily work routines, aiming to provide them with a comprehensive set of skills in the field.

2. Objectives of the training

The general objective of this proposed training initiative is to empower individuals who regularly utilize Advanced Microsoft Excel in their professional responsibilities. The training aims to enhance participants' proficiency in Advanced Excel, focusing on data analysis and reporting skills. The overarching goal is to equip them with a robust set of capacities that will contribute to their performance and facilitate positive transformations within their responsible roles and responsibilities. Specifically, this training aims to:

- (i) Equip the participants with Advanced Excel Keyboard Shortcuts
- (ii) Foster Advanced Formulas and Functions;
- (iii) Enhance Data Entry, Cleaning and Transformation;
- (iv) Furnish the participants with data analysis and visualization using Excel;
- (v) Kick out Advanced Data Formatting.

3. Expected Output

At the end of this training, the participants will demonstrate an improved command of advanced features and functions in Microsoft Advanced Excel, enabling them to handle complex data analysis tasks more effectively. Again, the participants will be able to apply advanced data analysis techniques using Excel allowing them to derive meaningful insights and trends from diverse datasets relevant to their work. Moreover, at the end of the training, the participants will be able to create more sophisticated and visually appealing reports using Excel, ensuring their ability to communicate complex data findings in a clear and concise manner. Moreso, this training will increase business avenues and employability opportunities.

4. Content

This training will have three main chapters

Chapter one will cover Advanced Microsoft Excel Short Cuts. This chapter will cover the following shortcuts

- Excel customization (Quick Access Toolbar, Ribbon)
- Hidden features and lesser-known functions
- Troubleshooting common Excel errors
- Function keys
- Pivot keyboard shortcuts
- Data conversion, etc.

Chapter two will cover Advanced Formulas and Functions. This chapter will cover the following content

- Logical Functions (IF AND NOT & OR FUNCTION KEYS)
- Lookup and reference functions (VLOOKUP, XLOOKUP, HLOOKUP, INDEX, MATCH)
- Text functions (CONCATENATE, LEFT, RIGHT, MID)
- Statistical functions (AVERAGE, AVERAGEIFS, COUNT, COUNTIFS, SUMIFS)
- Nested Functions
- Advanced conditional formatting techniques
- Array Formulas
- Rounddown, Roundup, Round
- Len
- Power Pivot
- Left, Right, Mid, Search, Find
- Now, Today, Time, Datedif, Month, Day, Weekday, Year
- Index, Match
- Workbook and Worksheet Protection, Etc.

Chapter three will cover Advanced Data Entry, Cleaning, Analysis, Visualization, and Reporting Techniques. This chapter will cover the following cleaning:

- Data entry technique
- PivotTables and Pivot Charts
- Data validation and data filtering
- Advanced sorting and filtering techniques
- Subtotal and summary functions
- What-If analysis with Scenario Manager and Goal Seek
- Using slicers to filter data through the pivot table
- Charts, Graphs & Visualizations in Excel.

5. Participants

The training targets the following categories of individual (i) data analysts; those people responsible for collecting, processing, and analyzing large sets of data. (ii) Business Analysts; professionals involved in analyzing and interpreting business data for strategic decision-making. (iii) Financial Analysts; those working in finance who need advanced Excel Skills for financial modeling, budgeting, and forecasting. (iv) Accountants; professionals looking to streamline financial reporting and analysis using advanced Excel features (v) project managers who want to use Excel for project planning, tracking, and reporting (vi) Sales and Marketing Professionals who need to analyze and present sales data effectively for strategic insights. (vii) HR Professionals using Excel for workforce analytics, reporting, and planning. (viii) researchers and Scientists who want to use Excel for data analysis and visualization. (ix) Entrepreneurs and small business owners who want to look to analyze business data, create financial models, and track performance, and (x) Non-profit and NGO professionals utilizing Excel for data management and reporting.

Notice: We can offer this training demanded by institutions for their staff at their office or as per their plan

6. Date and Venue

This training is scheduled to take place between June 3rd, 2024 to June 14th, 2024 to from 6:00 p.m. to 9:00 pm from Monday up to Friday. The training will be hosted at the office of the firm which is located in Kigali – Nyarugenge at KN 1 Ave 55 (Near Sainte Famille Hotel).

7. Participation fee and payment processes

The participation fee is 100,000 Frw. Interested applicants are encouraged to pay the registration fees through the following bank details: Bank Account: 20071588001 open in I&M Bank, in the name of The Result Consult Co. Ltd, or contact the provided telephone for further clarification

8. Facilitator

A trainer of this training is a certified as an Advanced Microsoft Excel User by 365 Data Science and has been training Advanced Excel staff from private, public, and non-government organizations.

9. Post-training support

We offer an option of post-training support for a period from 1 month to 3 months to ensure that, we stick to the main and specific objectives of the training. Apart from this, we offer on-the-job coaching to ensure that skills are applied effectively and productively.

10. Certificate

At the end of the training, we provide a certificate of completion

Deadline for application is due May 30th 2024 at 5 pm

In case you need further clarifications, kindly write to us at info@thesult.rw OR call us through 0784979759 (Events Coordinator)

Done at Kigali, May 7th 2024



Sylvain Bikorimana
Managing Director

APPENDIX

The table below illustrates trainings to be conducted between May and December 2024

S/N	Training Courses	Timeline (2024)
1.	Python	6 – 17 May
2.	Advanced Excel	3-14 June
3.	R Programming	18- 28 July
4.	Preparation of Financial Statements for Small and Medium Enterprises	19 – 30 August
5.	Budget Preparation and Financial Forecasting for Small and Medium Enterprises	16 – 27 September
6.	Machine Learning for Data Scientist	7 – 18 October
7.	Data Analysis and Visualization Using Power Query and Power Bi	4 – 15 November
8.	Introduction to Artificial Intelligence and Business Intelligence Solutions	18- 22 November
9.	Data Management and Analysis Using STATA	2-13 December
10.	Developing Data Collection Tools Using KoBo Tool Box	16- 18 December