



**SKILLS HUB INTERNATIONAL LTD**

City of Kigali  
P.O. Box: 5024 Kigali-Rwanda,  
KG 11 AVE, TRIUMP HOUSE, 3<sup>rd</sup> Floor,  
Email: [info@skillshubinternational.com](mailto:info@skillshubinternational.com)  
Website: [www.skillshubinternational.com](http://www.skillshubinternational.com) ,  
Tel: (+250) 780 343 116, 078344361, 0788303061

## CALL FOR APPLICATION ONADVANCED EXCEL FORMULAS AND FUNCTIONS

### ABOUT SKILLS HUB INTERNATIONAL (SHI) LTD

SKILLS HUB INTERNATIONAL (SHI) LTD is a subsidiary of ONCG GLOBAL HOLDINGS LTD a multidisciplinary consulting group operating across African continent. SHI Ltd is registered in Rwanda since 2013, to offer a wide range of world-class training services and employment services to both corporate and individual clients.

It also offers cutting edge business and management customized training programs. Our training services include Professional training services, Executive Training, In-house training services and Special Training services for specialized industries like banks, insurers and others. Training services are provided via two schools namely School of Business Professionals and School of Business Executives. Our trainings range from one day-certificate to three-months training certificate for proficiency.

In addition, SHI as a Capacity building specialized supplier, offers Employment related services such as Recruitment services, headhunting, Job-Connect and Refresher course services to both employers and job seeking community.

### COURSE OVERVIEW AND OBJECTIVES

The course focuses on those aspects that are important in everyday day operation of organization. Intermediate users will also benefit from this course as it covers the in-depth topics of Complex Charts, PivotTables, Pivot Charts and management Dashboards. The program explores an advanced approach t data validation and excel. Participants will be able to boost them excel reporting expertise as a result of this training program.



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### **Objectives:**

At the end of this course, the participants will be able to;

- Understand business analytics and its importance to business
- Learn the functions of excel analytics
- Learn the use of different datasets using slicers and pivotal tables
- Understand solving of problems using Excel tools
- Learn the application of statistical tools and concepts such as ANOVA and regression analysis using Excel
- Use tables, and charts to represent the results
- Learn the use of Power BI

## **INDICATIVE CONTENTS**

### **1. LOGICAL FUNCTIONS**

- Understanding Logical Functions
- Using IF with Text
- Using IF with Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE and FALSE
- Using AND
- Using OR
- Using NOT
- COUNTIF & COUNTIFS
- ROUND UP & ROUND DOWN

### **2. MATHEMATICAL FUNCTIONS**

- COUNT Function



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- COUNTA Function
- COUNTIF Function
- SUM Function
- SUMIF Function
- AVERAGE Function
- AVERAGEIF Function
- MIN Function
- MAX Function
- MODE Function

### **3. LOOKUP FUNCTIONS & PROJECT PLAN (GANTT CHART)**

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions
- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET



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### **4. TEXT FUNCTION**

- CONCATENATE Function
- LEN Function
- LOWER Function
- UPPER Function
- PROPER Function
- SEARCH Function
- LEFT Function
- RIGHT Function
- MID Function

### **5. FORMULA AUDITING**

- Show formulas
- Errors checking
- Evaluate formula
- Trace precedents
- Trace dependents
- Remove arrows

### **6. VALIDATING DATA**

- Validating Data
- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message



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- Creating a Drop-Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings
- Expense Report

### **7. DATA CONSOLIDATION**

- Understanding Data Consolidation
- Consolidating Data with Identical Layouts
- Creating a Linked Consolidation
- Consolidating Data with Different Layouts
- Consolidating Data Using the SUM Function

### **8. PIVOT TABLES & DASHBOARD MANAGEMENT**

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter
- Dashboard Management



## 9. BUSINESS ANALYTICS USING EXCEL

- Solver Addin
- Histogram
- Goal Seek
- Data Table
- Scenario Manager
- Descriptive Statistics

## 10. DATE AND TIME USING EXCEL

- Adding Date (TODAY, NOW, DATE)
- DATEDIF Function
- WEEKDAY Function
- MONTH Function
- YEAR Function
- Adding Time

## 11. INTRODUCTION TO GOOGLE FORMS

- Overview of Google Forms
- Creating and sharing a basic form
- Types of questions (multiple choice, short answer, dropdown, etc.)
- Previewing and testing forms
- Collecting responses in Google Sheets



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### **12. BASIC FORM CUSTOMIZATION**

- Adding a title and description
- Using themes and colors
- Adding images and videos
- Changing question order
- Setting required fields

### **13. ADVANCED FORM FEATURES**

- Creating quizzes with auto-grading
- Adding response validation
- Using branching and logic (e.g., showing/hiding questions based on responses)
- Setting time limits for form responses

### **14. COLLABORATIVE FEATURES**

- Sharing forms with collaborators
- Managing permissions
- Tracking changes and edits

### **15. DATA COLLECTION AND ANALYSIS**

- Linking forms to Google Sheets
- Creating charts and graphs from responses
- Exporting responses to other formats (e.g., Excel, CSV)
- Using filters and formulas in Google Sheets for analysis



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### DATE AND VENUE

The course will Start by 12<sup>TH</sup>, March, 2025 for Day session and 15<sup>th</sup> March ,2025 for weekend. Training will take place at SHI professional Training Center Offices located at **KIMIRONKO-GASABO, TRIUMPH HOUSE 3<sup>RD</sup> Floor.**

### SESSIONS AND DAYS OF TRAINING

The training Program will last for 28 hours and will be delivered in three different sessions as follows:

Evening Session (Monday to Friday)	Weekend Session (Saturday & Sunday)
From Monday to Thursday (18h00 to 21h00)	From 14h00 to 18h00

For registration download the registration form on the following link:

[https://docs.google.com/forms/d/e/1FAIpQLScqP4mjaAPpB5s5sPoQRMNau25kEbDOKUZLg5vwEYLjyC0H2A/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScqP4mjaAPpB5s5sPoQRMNau25kEbDOKUZLg5vwEYLjyC0H2A/viewform?usp=pp_url)

A properly filled form shall be sent on of our email as follows:

[skillshubinternational@gmail.com](mailto:skillshubinternational@gmail.com)

[kemmanuel@skillshubinternational.com](mailto:kemmanuel@skillshubinternational.com)

For more information, you can contact us on:

+250 780 343 116; +250 787065168 or using above emails.

### COURSE FEES& PAYMENT MODES

The amount of fees per course **On Advanced Excel Formulas and Functions is 120,000 Rwf** Paid via our bank accounts; **4003200725206 at EQUITY BANK RWANDA PLC, \*182\*8\*1\*097137# Using Mo-Mo Pay.**

The fees will cover tuition, training materials refreshment and Certificate.

### CERTIFICATE OF COMPLETION

A certificate will be issued at the end of the program to every trainee who completes the course.





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Approved on behalf of SHI Ltd

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**NTAWUYIRUSHINTEGE Olivier**  
**Managing Director**