

Call for application for a Professional Training on **ADVANCED EXCEL**

Course Code: EPRN12/PT/26

Dates: from 14th-16th August 2026 (Intensive Weekend Programme).

Venue: EPRN Training Center at University of Rwanda, Gikondo Campus

To register: write through info@eprnrwanda.org OR call/send message to 0788357648

1. Introduction

This intensive course is tailored for **MS Excel users** who want to elevate their skills in **data management, accounting, and statistical analysis**. Whether you are a finance professional, researcher, project manager, or administrator, mastering advanced Excel will give you a competitive edge in today's data-driven workplace.

Participants will gain hands-on experience with **advanced techniques for data analysis, evidence-based reporting, and decision support**. By the end of the training, you will be able to confidently transform raw datasets into meaningful insights that drive organizational success.

What makes this training unique is its **practical application focus**. Instead of abstract theory, you will work directly with real datasets, applying formulas, auditing and debugging tools, and visualization techniques that turn complex information into clear, compelling outputs.

Beyond technical mastery, the course emphasizes **professional impact**:

- Learn how to design dashboards and reports that impress donors, managers, and stakeholders.
- Acquire skills to streamline accounting tasks, automate repetitive processes, and reduce errors.
- Apply statistical models and Excel-based analytics to support evidence-based decision-making in projects, policies, and business operations.
- Discover productivity hacks and shortcuts that save time and increase efficiency in everyday work.

By joining this program, you will not only strengthen your Excel expertise but also **position yourself as a data-savvy professional** capable of delivering high-quality outputs that meet international standards.

2. Course content

The course content includes:

- **Introduction to Advanced Excel:** Discover how modular templates can make your spreadsheets more consistent and faster to set up. Learn to customize the Excel interface so the tools you need

are always at your fingertips. Build in checks and controls from the outset to ensure accuracy and reliability in every workbook.

- **Hyperlink & Protection:** Master strategies for collaborating seamlessly with colleagues on shared workbooks. Safeguard sensitive data with password protection and secure file access. Gain confidence in managing files across teams while maintaining data integrity.
- **Data Validation:** Go beyond basic validation by applying formula-driven rules that guarantee accuracy and consistency. Learn how to prevent errors before they happen, ensuring clean datasets that save time and reduce costly mistakes.
- **Preparing Data for Analysis:** Unlock the power of lookup functions like INDEX and MATCH. Create helper columns using DATE and TEXT functions, and apply NESTED-IF, AND, OR formulas to organize complex datasets. Develop skills to manage large volumes of data with ease.
- **Summarizing Data:** Use advanced functions such as SUMIF(S), COUNTIF(S), and AVERAGEIF(S) to extract insights quickly. Explore PivotTables in depth, including Value Field Settings, Grouping Data, and Slicers. Get introduced to Power Pivot and Data Analysis Expressions (DAX) for professional-grade reporting.
- **Data Analysis:** Apply Excel to real-world scenarios such as loan amortization, sales tracking, and expense reporting. Learn descriptive statistics and regression models, and interpret test statistics to support evidence-based decisions in finance, research, and project management.
- **Report Visualization Techniques:** Create interactive reports using Pick Lists, Form Controls, and the Excel Camera tool. Harness formula-driven conditional formatting to highlight trends and anomalies. Use Power Pivot calculations to add depth and clarity to your reports.
- **Graphs & Charts:** Design visually appealing, interactive charts that communicate data trends, comparisons, and patterns effectively. Automate chart updates to save time and ensure your reports always reflect the latest data.
- **Decision Making with Excel:** Learn how to structure Excel models for decision-making. Apply advanced formulas, visualization techniques, and summarization methods to support strategic choices in business, policy, and project management.
- **Excel Tips & Tricks:** Acquire time-saving shortcuts and best practices that boost productivity. Discover hidden features and hacks that separate advanced users from beginners, making you the go-to Excel expert in your organization.

3. Training methods

The training course will be run in a workshop style with a high degree of participants' involvement. Adult learning methodologies will be employed, and participants will not be passive. Debate and open discussions will be encouraged. The trainer will use a mix of presentations to define and explain key concepts and practical exercises. Trainees are encouraged to bring their own laptops.

4. Certificate

EPRN will issue completion certificates to participants who will successfully attend the course and pass the course test. Pass mark is 60%.

5. Training fees, venue and date

- **Members:** 60,000 Rwf
- **Non-members:** 100,000 Rwf
- **To register:** write through info@eprnrwanda.org OR call/send message to 0788357648

This training will be held at University of Rwanda, Gikondo Campus (former SFB building) from 14th-16th August 2026 (Intensive Weekend Programme).

6. Payment process

To book your space, kindly proceed by paying the training fees through the following bank details:

- Bank Account: **00040 06945750 07** RWF (Bank of Kigali)
- Title of the Account: Economic Policy Research Network

Scan the bank slip and send it to: info@eprnrwanda.org OR bring the hard copy of bank slip to EPRN office at University of Rwanda- Gikondo Campus (former SFB).

You can also pay through MTN MOMO PAY (*182*8*1*030683#) or through PayPal on our website (www.eprnrwanda.org) and notify us through info@eprnrwanda.org

NB: Tailor-Made Course

We can also do this as tailor-made course to meet organization-wide needs.

If you need further clarifications, call us through: 0788357648 or write to us: info@eprnrwanda.org

Kigali, 16/07/2026

Mr. Seth KWIZERA
Executive Director

