



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

COURSE ANNOUNCEMENT

MICROSOFT EXCEL PRINCIPLES AND PRACTICES

Dates: 23rd-24th October 2024

**Venue: Kamuzu University of Health Sciences,
Conference Room, Lilongwe Campus**

The Research Support Centre (RSC), a center with a renowned history of delivering high-quality training courses and services has organized a course on basic principles in Microsoft Excel. The course aims at equipping participants with basic knowledge and skills in Microsoft Excel.

Overview of the Course: This course will cover the following modules:

Introduction to Excel

Excel Basics - Key Functionalities in Excel (Format Painter and Paste Special)

How to Use Formulas (SUM, COUNT, AVERAGE, MIN, MAX)

Text Formulas

(a) TRIM, PROPER, CONCATENATE, LEFT/RIGHT/MID, and text to columns

(b) Linking Different Sheets with Formulas

Basic Functionalities

(a) Creating Dropdown Menus

(b) Removal of Duplicates

(c) Conditional Formatting

Intermediate excel formulas

(a) IF Statements

(b) SUMIF

(c) INDEX/MATCH

Advanced Excel Formulas and Functionalities

(a) Pivot Tables and Pivot Charts

Target Audience: The Public, Investigators, Clinical Trial Managers and coordinators, Study Clinicians, Medical Doctors, Clinical Officers, Medical Assistants, Research Nurses, Laboratory Technicians, Laboratory Assistants, Data Managers, Data Officers, Trial Coordinators, and Field Officers.

Course Fee: USD 200 per participant. Course fees cover course materials, lunch, and refreshments.

Application Details: Please apply by clicking and filling out this form <https://forms.gle/ChLUcHarPCcR5oaS6> no later than, **21st October, 2024**.

Training fees can be deposited into the **Research Support Centre account at NBS bank, Account Number 14356274, Ginnery Corner, Swift Code: NBSTMWMW.**

Note: If you need further information regarding this training or any other training offered by RSC, contact the RSC training coordination unit at **rsctrainingcoordination@kuhes.ac.mw 0994 445 167 / 0884 515 018**