

5th Level, Warrens Towers II, Warrens, St. Michael

Tel: 535-6700 or Fax: 535-6728

## EXCEL: INTERMEDIATE LEVEL – JULY 13 – 17, 2026

# - ICT0109



- Officers who are required to use Microsoft Excel in the execution of their duties.



- 8:45 a.m. -  
4:30 p.m.



- Face-2-Face

Click the “Apply Now”  
button below to access  
and complete your  
application.

**APPLY NOW**

Deadline for Receipt of  
Nominations Extended to:

**June 26, 2026**

**Apply Early  
Limited Spaces Available**



- Using Lookup Functions: VLOOKUP and HLOOKUP
- Creating PivotTables
- Using Slicers and Timelines
- Using Goal Seek and Solver
- Creating Scenarios
- Conditional Formatting
- Using Macros

**For further information please contact:**

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- Prerequisite : Successful completion of Introduction to Excel & Functional Knowledge of Formulas and Functions



- Learning and Development Directorate,  
Warrens Tower II, Warrens, St. Michael.



- To provide participants with intermediary skills in the use of data analysis tools, and visualization techniques.



- By the end of the course, participants should be able to:

- Utilise advanced formulas and functions.
- Create and customize PivotTables and PivotCharts for dynamic data analysis.
- Utilize Excel's data analysis tools such as What-If Analysis, Goal Seek, and Solver.
- Automate repetitive tasks using Macros and gain a basic understanding of VBA.