

LEARNING AND DEVELOPMENT UNIT

5th Level, Warrens Towers II, Warrens, St. Michael
Tel: 535-6700 or Fax: 535-6728

INTRODUCTION TO MICROSOFT EXCEL – JUNE 22 – 25, 2026

- ICT0103



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



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



- To provide participants with basic knowledge of and skills in Microsoft Excel.



- Face-2-Face



- The Excel Worksheet
- Formatting the Worksheet
- Working with Large Worksheets
- Formulae, Functions and Formatting
- Entering and Verifying Formulae and Functions
- What-if-Analysis

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

APPLY NOW

Deadline for Receipt of
Nominations Extended to:

May 29, 2026

For further information please contact:

Michael Clarke ☎ 535-6708

✉ Michael.Clarke@ldu.gov.bb



- Prerequisite : Successful completion of Introduction to Computer Applications or the ability to competently navigate Microsoft Windows.



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



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

- Demonstrate proficiency in creating and manipulating data in a spreadsheet.
- Create arithmetic operations using formulas.
- Create charts to represent data graphically.
- Competently navigate between worksheets in a workbook.

Limited Spaces Available - Apply Early



YouTube

[Click here to visit our Channel](#)

[Visit us at https://mps.gov.bb](https://mps.gov.bb)