

INTRODUCTION TO MICROSOFT EXCEL – SEPTEMBER 14 – 17, 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:

August 21, 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 Directorate,
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



[Click here to visit our Channel](#)

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