

METHODIST UNIVERSITY COLLEGE GHANA

EXCEL TRAINING PROGRAMMES

1. Beginner's Level: Creating Spreadsheets

(i) Topics to be covered are:

- Getting Familiar with the Excel 2007 Interface
- Workbooks and worksheets
- Entering the Spreadsheet Data
- Formatting the Spreadsheet
- Building Formulas
- Copying and Correcting Formulas
- Printing Spreadsheet Reports
- Modifying the Spreadsheet
- Getting the Most Out of Ranges
- Using Range Names
- Charting Spreadsheet Data

(ii) **TIME / DURATION:**

Saturdays: 09: 30 am - 12: 30 pm for two (2) weeks

Commencement date: Saturday, 14 January 2012

(iii) **FEE:** GH¢50.00 (Fifty Ghana Cedis)

2. Intermediate Level: Formulae, Functions, and Graphics

(i) Topics to be covered

- Creating Date and Time Formulas
- Financial Formulas and Functions
- Using Mathematical Functions
- Using Common Statistical Functions
- Using Lookup Functions
- Using Logical Functions
- Text Formulas and Functions
- Adding Graphics to Spreadsheets
- Building and Maintaining Data Lists
- Protecting the Spreadsheet

(ii) **TIME / DURATION:**

Saturdays: 1 pm - 4 pm for three (3) weeks

Commencement date: Saturday, 7 January 2012

(iii) **FEE:** GH¢75.00

3. **How To Apply:** Download an application form from MUCG Website: www.mucg.edu.gh or collect an application form from the receptionist at Methodist University College Ghana, Dansoman campus, Accra. Completed application forms must be submitted to the University cashier, Dansoman campus, latest by 4th January, 2012.

4. **Contact:** 0302312980 / 0243517816 / 0244937498

METHODIST UNIVERSITY COLLEGE GHANA EXCEL TRAINING APPLICATION FORM

Form No.....

REGISTRATION FORM FOR A SHORT COURSE IN MS EXCEL

TO BE COMPLETED AND RETURNED TO:

The Registrar
Methodist University College Ghana
P.O. Box DC 940, Dansoman-Accra.
Tel: 0302312980, 0243517816, 0244937493,

Affix one
photograph
here

NOT LATER THAN 4TH JANUARY, 2012

1. **NAME TITLE:** MR MRS MISS REV OTHER

SURNAME:

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FIRST NAME:

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(Ensure that names correspond with those used for all examinations taken. Provide legal proof for any change in name.)

2. **DATE OF BIRTH (DAY, MONTH, YEAR)**

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3. **COURSE APPLYING FOR**

Beginner's Level

Intermediate Level

4. **SEX:** Male Female

5. Postal address to which communication regarding this application could be sent

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E-mail:
Any change in address should be communicated to the Registrar immediately.

6. **PERSONAL INFORMATION**

- i. Home Town:
- ii. Nationality:
- iii. Marital Status: Single Married Other
- iv. Do you suffer from any form of impairment? Yes No
- v. If yes, specify:
- vi. Permanent Home Address:.....
- vii. Telephone No:.....

7. **EDUCATION**

Schools/Colleges attended with dates:

Name of School/College and Location	Dates Attended		Offices Held/Position
	From (Year)	To (Year)	

8. **SOURCE OF FUNDING**

Indicate how you will finance your studies at the University College (Tick the appropriate box)

- i. Parent/Guardian ii. Self iii. Other

- 9. a). Name of Parent or Sponsor:
- b). Address of Parent or Sponsor:
- c). Relationship to Candidate:
- d). Name of contact person in case of emergency:

Signature of applicant:..... **Date:**

NOTE: Application fee is GH¢20.00. Payment can be cash or bankers draft payable to the Methodist University College Ghana. The bankers draft and application form can be posted to the Registrar (P. O. Box DC940, Dansoman-Accra). Otherwise please visit our Dansoman campus and make payment to MUCG cashier office.