



# CERTIFICATE COURSE IN BEGINNER TO ADVANCED EXCEL



STARLIKS CAMPUS



# Who We Are

Starliks Campus (PV 00254887) is a professional training institute dedicated to empowering individuals with the knowledge, skills, and confidence needed to thrive in today's competitive industries. We specialize in delivering practical, career-focused programs designed by industry experts and supported by real-world learning experiences. Our mission is to bridge the gap between education and employment by offering innovative, hands-on training that prepares students for immediate career opportunities. At Starliks Campus, we believe in creating future-ready professionals who can contribute to the growth of Sri Lanka and beyond.

## At Starliks Campus, we take pride in:

**Industry-Approved Courses** – Programs designed and recognized by industry professionals.

**Practical Learning Approach** – Blending theory with hands-on training and live projects.

**Expert Lecturers** – Experienced professionals and academics guiding every session.

**Career-Focused Education** – Helping students transition from learning to employment or entrepreneurship.

Our vision is to build a new generation of skilled professionals who can contribute meaningfully to Sri Lanka's economy. Whether you're seeking career advancement, new opportunities, or entrepreneurial success, Starliks Campus is your trusted partner in education and professional growth.

# Why You Should Learn Excel from Beginner to Advanced

In today's digital workplace, **Microsoft Excel** has become one of the most essential skills for every professional. Whether you're in **accounting, administration, HR, marketing, IT, or management**, Excel helps you organize, analyze, and present data efficiently.

By learning Excel from **Beginner to Advanced level**, you'll gain the ability to:

- ✅ Create professional reports and dashboards
- ✅ Use formulas and functions to simplify complex tasks
- ✅ Analyze business data and make smart decisions
- ✅ Automate daily work using advanced tools like Pivot Tables, Charts & Macros
- ✅ Increase your job opportunities and salary potential

Excel is not just a software — it's a **career-building tool** that every organization values. Mastering Excel gives you a strong foundation in data handling, making you more productive, confident, and competitive in any professional environment.

# Why Choose Starliks Campus for Your Beginner to Advanced Excel Course

## ✔ Step-by-Step Learning Path

Start from the fundamentals and move up to professional-level features like formulas, charts, and Pivot Tables. Perfect for both beginners and those looking to sharpen their skills.

## ✔ Learn from an Expert

Lectures conducted by **Mr. Nismal Ekanayake**, experienced **Software Engineer**, ensuring you learn real-world techniques and practical Excel applications.

## ✔ Recognized Certificate

Receive a **TVEC APPROVED skill upgrade Certificate** that adds real value to your CV and helps in career growth or promotions.

## ✔ 100% Practical Sessions

Every class includes hands-on exercises — from creating reports and dashboards to analyzing data and automating tasks.

## ✔ Complete Excel Coverage

Covered completed content Basic Tools & Formatting, Formulas & Functions, Charts & Pivot Tables, Data Analysis & Macros

## ✔ 40% Discount – Limited Time Offer

For a short period, you can enroll in this high-value course at a **discounted fee of Rs. 4,500/-**, saving Rs. 3,000/- from the original price of Rs. 7,500/-.

## ✔ Recorded Videos through LMS

All lessons are available as recorded sessions on our Learning Management System, giving you the flexibility to revisit content anytime and learn at your own pace.

# TVEC Approved

## Beginner to Advanced - Excel Course Content

### 4 Days - 12 Hours

#### 1. Getting Started with Excel (45 min)

- Interface walkthrough: ribbons, quick access toolbar, backstage view
- Workbooks vs. worksheets, saving & file formats
- Data types: text, numbers, dates, logical values
- Navigating large datasets efficiently (shortcuts, freeze panes, split windows)

#### 2. Data Entry & Cleaning (1 hr)

- Entering data accurately & autofill features
- Formatting: cell styles, number/date/time formats
- Cleaning data: TRIM, CLEAN, PROPER, remove duplicates
- Find & Replace, Flash Fill automation

#### 3. Core Formulas & Functions (1 hr 15 min)

- Arithmetic & summary functions: SUM, AVERAGE, MIN, MAX, ROUND
- Logical formulas: IF, IFS, AND, OR, NOT
- Error handling: IFERROR, ISBLANK
- Nested formulas for real-world tasks

#### 4. Lookup & Reference Functions (1 hr 15 min)

- VLOOKUP (vertical lookup) — service data examples
- HLOOKUP basics
- INDEX + MATCH for flexible lookups
- XLOOKUP (modern lookup replacement)
- Named ranges & structured references in tables

#### 5. Conditional Formatting & Basic Data Visualization (1 hr 15 min)

- Highlighting rules: greater than, duplicates, text contains
- Custom formulas in conditional formatting
- Data bars, color scales, icon sets
- Building quick visual insights.

## **6. Data Tools for Technicians (1 hr)**

- Sorting & multi-level filtering
- Data validation: dropdowns for job categories, service codes
- Text functions: LEFT, RIGHT, MID, CONCAT, TEXTJOIN
- Date/time functions: TODAY, NOW, DATEDIF, NETWORKDAYS (turnaround time calculations)

## **7. PivotTables & PivotCharts (1 hr 30 min)**

- Creating PivotTables
- Grouping by dates (daily/weekly/monthly trends)
- Adding calculated fields & calculated items
- PivotCharts with slicers & timelines
- Building summary reports for management

## **8. What-If Analysis & Scenarios (1 hr)**

- Goal Seek (e.g., achieving target repair hours)
- Scenario Manager for cost/volume/service scenarios
- Data Tables

## **9. Power Query (Get & Transform) Basics (1 hr)**

- Importing from multiple files
- Merging & appending data sources
- Transformations: split/merge columns, unpivot/pivot data
- Automating recurring monthly/weekly reports

## **11. Dashboards & Automation (1 Hour and 30 min)**

- Combining PivotTables, charts & slicers into dashboards
- KPI indicators: job completion rate, repeat repairs, spare part usage
- Workbook protection & access control
- Intro to Macros: recording simple automation tasks



# STARLIKS CAMPUS



Reg No - PV 00254887

Digital  
Verification  
QR Code



## CERTIFICATE OF COMPLETION

### BEGINNER TO ADVANCED MICROSOFT EXCEL

Awarded by

**Starliks Campus**

to

*Thisara Gunawardena*



This is to certify that who has successfully fulfilled

This certificate is awarded for the successful completion of the Beginner to Advanced Microsoft Excel Certificate Course, an intensive program consisting of eleven distinct modules. The recognition for this achievement is based on the attainment of competency across five key areas: Data Fundamentals (efficient entry, formatting, and organization); Advanced Calculation & Analysis (utilization of complex functions like VLOOKUP, INDEX/MATCH, and logical functions); Data Visualization (creation and customization of various charts and graphs); Business Intelligence Tools (practical application of PivotTables and Power Query for summarizing and transforming large datasets); and Automation (basic introduction to Macros for streamlining repetitive tasks). This comprehensive certification signifies the recipient's validated ability to leverage Microsoft Excel as a powerful tool for informed decision-making and efficient data management.

.....  
Director  
Starliks Campus

.....  
Resource Person  
Nismal Ekanayake  
Bsc in Software Engineering

Date of Issue :

Certificate Reference

Student Registration No :

Sample

# Course Details

## Duration – 4 Days ( 12 Hours )

The program is designed as an intensive 4-day Skill Upgrade certificate course, carefully structured to give you both theoretical knowledge and practical exposure within a short, focused period.

## Our Lecturer

**Mr. Nismal Ekanayake** – Holds a BSc.(Hons) Software Engineering Degree and **Mr. Nismal Ekanayake** is a highly skilled **Software Engineer** with years of industry experience in data analysis and software development.

He has trained hundreds of students and professionals in mastering **Microsoft Excel**, focusing on **real-world applications, problem-solving, and data-driven decision-making**.

## Course Medium

Sinhala Medium

## Course Fees

**Offer Price: Rs. 4,500/- (40% Discount)**

(Save Rs. 3,000/-) Normal Fee: Rs. 7,500/-

# **Payment Methods**

## **Bank or Fund transfers**

Bank – Bank of Ceylon

Branch – Kollupitiya 2nd

Account Name - Starliks Campus Pvt Ltd

Account Number – 0090963608

## **Credit Card or Debit Card**

Use the below link to pay through the Credit and Debit Cards

<https://payment-page.onepay.lk/redirect/HB2F268B1646>

# **How to Join for the Course**

Please join the free introduction session (Date and time will be communicated through the WhatsApp group). If you are interested in joining, please provide your basic details through the link below:

<https://forms.gle/cDVhLZxce9hkLPxs7>

**If you encounter any technical difficulties, you can refer to this support video for guidance on the following:**

- 1) How to Register for the Course
- 2) Logging in to the Learning Management System
- 3) Operating the Google Meet Application
- 4) Payment Methods



<https://youtu.be/rHuBbMygJal>

# JOIN NOW



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[WWW.STARLIKS.COM](http://WWW.STARLIKS.COM)

