



MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE

COURSE TITLE:

STORES/INVENTORY MANAGEMENT USING EXCEL

PERIOD:

20TH – 24TH JULY 2026

COURSE COORDINATOR:

RICHARD ETO

09:00 A.M – 09:15 A.M	Course Opening & Programme Overview	AKC/RE
09:15 A.M – 10:30 A.M	Introduction to Stores/Inventory Management	MZY
10:30 A.M – 11:00 A.M	Snack/Coffee Break	
11:00 A.M – 01:00 P.M	Inventory Cost	MZY
01:00 P.M – 01:15 PM	Stretch break	
01:15 P.M – 02:30 PM	Inventory Control Techniques	-DO-
09:00 A.M – 10:00 A.M	Introduction to Microsoft Excel	SAE
10:00 A.M – 10:30 A.M	Snack/Coffee Break	
10:30 A.M – 01:00 A.M	Formatting	SAE
01:00 A.M – 01:15 P.M	Stretch break	-DO-
01:15 P.M – 02:30 PM	Basic Formulas and Functions	
09:00 A.M – 09:20 A.M	Data Validation & Name Definition	RE
09:20 A.M – 10:00 A.M	Referencing	
10:00 A.M – 10:30 A.M	Snack/Coffee Break	
10:30 A.M – 01:00 P.M	IF and Nested IF Functions	
01:00 A.M – 01:15 A.M	Stretch break	
01:15 A.M – 02:30 P.M	SUM, SUMIF & SUMIFs	
09:00 – 10:00 A.M	Practical case study – Build a complete Inventory Management Worksheet	RE
10:00 – 10:30 A.M	Snack/Coffee Break	
10:30 – 01:00 A.M	-DO-	RE
01:00 – 01:15 P.M	Stretch break	
01:15 P.M – 02:30 PM	-DO-	
09:00 – 10:00 A.M	Productivity Improvement Techniques	SAE
10:00 – 10:30 A.M	Snack/Coffee Break	
10:30 – 01:00 A.M	-DO-	
01:15 P.M – 02:30 PM	Course Evaluation and Closing	RE/SAE