



Introduction to Microsoft Excel

This course is designed for people who are new to using Microsoft Excel or have not used Excel in a long time.

This course will provide instruction on;

- ◆ Navigating Microsoft Excel
- ◆ Entering & editing data
- ◆ Using formulas
- ◆ Using functions
- ◆ Formatting
- ◆ Printing
- ◆ Creating charts

This is a full day course, running from 9:00am to 3:00pm with all training materials supplied.

Limited spaces are available in each session, so please book early to ensure your place.

Investment: \$245 per person

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