



Who is it suitable for?

This training is ideal for those in any number of careers. For instance, if you need to maintain customer data, manage accounts, maintain budgets (both business and personal); this course really will help save you time and effort and could even help you present your information in a more user-friendly way.

Objectives of the Course?

Microsoft Excel is one of the most commonly used spreadsheet programmes, whether used in businesses for customer data and accounting purposes for household budgets. Having proven skills in this software will demonstrate to employers that you have had practical, hands-on experience and give you full confidence in your ability to navigate your way around the software with ease.

What will I Learn?

Our Microsoft Excel for Beginners course is very flexible – you will have the freedom to take the Excel lessons at your own pace, based at one of our handy town or city centre locations, with support on hand should you need it. This Excel course comprises several lessons, which provide a detailed but manageable study programme, so you can be confident about your new skills in the workplace.

Having completed your Microsoft Excel course, you could add Microsoft PowerPoint and Word to your list of achievements. Comprising ten lessons this course covers areas such as creating worksheets, formatting text, simple and complex formulas; handling rows and columns, autocomplete, using styles, headers and footers, average, max and min functions and using charts.

What is the course duration?

24 hours online learning, completing 10x 2 hour lessons.

