



Fast Track Computer Aided Training Solutions created specifically for business.

Introduction to MicroSoft Excel

Suitable for:

Business or individual learners that have no, or limited knowledge of spreadsheets and wish to develop their use within their job role or business.

Aim:

To give a business, or learners, the basic skills to be able to use Excel in preparing a basic spreadsheet.

Course Objectives:

Things to know about Excel -

Understand worksheets, workbooks and why they are used

Opening, saving, and closing worksheets

Formatting worksheets

Formatting rows, columns and cells

Functions

Creating charts

Formatting charts

Sorting and filtering data

Printing spreadsheets

Duration:

3 hrs. 10-1pm or 1-4pm Monday to Friday. 9-12 noon Saturday.

Course Content:

An ideal course for a business, or learners, requiring fast track basic skills for using MicroSoft Excel. The course provides the knowledge and skills necessary to use MicroSoft Excel for basic business tasks, such as stock lists, customer lists, product lists...

Venue:

Delivered at your workplace - we come to you.

Cost:

£250.00 up to 3 learners - £50.00 per additional learner.

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Course enquiry form.

Introduction to MicroSoft Excel

Complete the form below and post to:

Cool cats Computing, 2 Richmond Close, Dean's Walk, Rochdale OL16 4RJ.

We will contact you to arrange the detail.

Contact name:

Company Name:

Address:

Post Code:

Tel:

Email:

Website:

Learner name(s):

Preferred dates:

Any special requirements:

Alternatively apply direct via our website

www.coolcatscomputing.com

Cool cats Computing

Learning Skills Council
Approved Training Provider.



Learning and Skills Council

Cool Solutions

to your

training needs

Fast Track flexible training programmes to meet your needs. If you require specific course objectives please don't hesitate to contact us and discuss. We will endeavour to meet your training needs quickly.

Why not try one of our other **Fast Track** courses...

Easy Management of Files and Folders

Skype Voice over Internet

Outlook Setup and E-mail

Introduction to PowerPoint

Build a Business Website

2D CAD using AutoCAD

3D CAD using AutoCAD

SMART Board Notebook

Provider Training Solution

for delivering iTQ

Certificate courses...

iTQ the NVQ 'IT for Users'

Level 1

Level 2

Level 3

For more information please contact CCC at admin@coolcatscomputing.com