

INTRODUCTION TO MICROSOFT EXCEL

More and more people are choosing Microsoft Excel as the application of choice for an array of home and workplace activities. Excel's ability to store, administer, analyse, communicate and present a variety of data means that in the hands of a trained user Excel is an extremely powerful tool. Our one day workshop will give you all the knowledge you need to make Microsoft Excel work for you.

This workshop is aimed at people who want to gain entry level knowledge of spreadsheets and is aimed at those with little or no prior knowledge of Excel.

Do I need any experience?

No, there are no entry requirements for this course.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.



What will I learn on this course?

This workshop will cover:

- > Create, save and print a worksheet
- > Format text, dates and numbers
- > Page setup, headers and footers
- > Create simple formulas
- > Copy, edit and view formulas
- > Use simple functions (e.g. SUM)
- > Insert graphics and images
- > Insert, delete, re-size columns and rows

What are the specific details?

Price	£75.00
Duration	One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY