



DESCRIPTION

**Microsoft Excel Hands on Workshop
A hands on computer training session**

This 2 hour workshop will assist you to gain expertise in using the Excel to enter data in a spread sheet, formatting the spreadsheet, create a budget sheet and create an Expenses sheet using calculations.

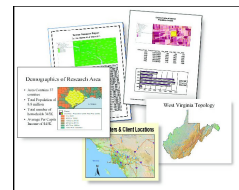
DURATION

2 hour Workshop on your premises

LEARNING OUTCOMES

Course Outline

- Entering Data
- Formatting your Spreadsheet
- Applying Calculations
- Creating Graphs



TEACHING METHOD

What will I get?

- Hands on workshop (computers)
- Workshop Handbook
- Disc to take home

ASSESSMENT

Participation in practical exercises 100%

PRE-REQUISITES

Using Microsoft Excel

MATERIALS REQUIRED

Laptop / desktop computer & Pen

How do I book?

Please book to reserve your place by calling **Sue Pejic** on **0419 891 113** and complete mail or email the form below
Booking is essential as places are limited to 8 per session.

Microsoft Excel ~ Hands on Workshop

Name: _____

Business Name: _____

Phone number: _____ Mobile _____

Website address _____

Experience with using Microsoft Outlook _____

Please be respectful of your fellow students and arrive on time for class.

