

Excel Workshop

16th MAY 2012

Registration at 9.15 for 9.30 until 1.00

Venue: Swale CVS, Central Avenue, Sittingbourne

Aimed at:

This course is suitable for anyone with an interest in creating or using spreadsheets. No previous knowledge or experience is necessary as this course will start from the beginning.

Course Outline

- exploring the structure and uses of Excel
- creating a spreadsheet for a purpose
- understanding the prepared functions and creating
- formulae to meet needs
- formatting cells and printing out data

To book a place on this course please contact:

Swale VCS Training
Central House, Central Avenue,
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VCS 
Training

Only
£25

