EXCEL Basics

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EXCEL Basics

Training Module

Duration:	2 hrs (A.M. or P.M.)	**Delivery Methods:**	Face-to-face

Who Is This Training For?

- Any workforce members new to EXCEL
- Anyone who feels they need to brush up on the basics of EXCEL to help them perform the basics better
- Any team member who feels they are not particularly IT literate, and who needs to acclimatise themselves to EXCEL after taking on a new role
- Anyone who needs to manipulate data at a basic level to plan, deliver or report to others

Course Description

Some of us love it. Others really don't like it at all. Whichever camp you're in, it's a fact that at some point, we will likely have to rely on data to get our job done.

For many of us, we sometimes have to go back to basics when it comes to entering, manipulating and using data effectively to report to others.

This course will enable anyone wishing to refresh their basic skills to learn through having a go and learn the basics of what EXCEL is all about. There are any number of manuals out there, but sometimes, it's best to simply have a go.

This course is delivered at our own training suite, where you will receive focused attention and support, in small groups.

Benefits Of Attending

- You will be better placed to perform your role effectively
- You will be more able to create spreadsheets, enter data, and manipulate it to solve problems and create reports to relevant stakeholders
- Your confidence will improve
- You will improve your capacity to branch out and develop your role in the future