



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Microsoft Excel – Introduction or Intermediate

Who is it for ?

This course is designed for existing Microsoft Excel users, or those that may have attended the Microsoft Excel Introduction training course, who wish to explore the application further.

What is it about and what will it do ?

Develop new and existing skills in Excel application,

Typical Objectives

Development of new or intermediate skilling relative to Microsoft Excel application.

Indicative Outline Content

- Excel basics
- Working with spreadsheets
- Data lists
- Functions
- Other formula
- Formatting

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