



Basic Excel

Utilising Windows XP –
Microsoft Office Suite 2007

This **entry-level course** aims to give you an introduction to the basic functions and features of Excel spreadsheets. This course will show you how valuable this program is in keeping things simple, organize your budgets, keep track of all your CD's, chart your weekly expenses and more.

Murray House Resource Centre has designed this course for small business owners wanting to improve their record keeping, people wanting to rejoin the workforce or just for general interest.

This is a short course designed for people with no experience at all with the Excel programme. This course is delivered in a relaxed format with plenty of hands on experience.

Time: 1pm to 4pm

Cost: \$65.00

Support Materials: Participants will receive a Basic Excel manual, which will reiterate the session.

Special Needs: Course can be tailored to suit individual requirements. Please advise us prior the commencement date to enable our trainer's time for modifications.

Key Topics:

Simple formatting

Creating charts

Simple calculations

Auto fill and Auto sum

Cells and their function

Headers and Footers, placing images

Designing colour schemes

A Participation Certificate will be issued upon completion