

## INTRODUCTION TO MICROSOFT EXCEL

### Business Solutions @ Northbrook

17 Liverpool Gardens, Worthing  
West Sussex, BN11 1RY

T (01903) 606 114

E [business.solutions@nbc.col.ac.uk](mailto:business.solutions@nbc.col.ac.uk)

W [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

More and more people are choosing Microsoft Excel as the application of choice for an array of home and workplace activities. Excel's ability to store, administer, analyse, communicate, and present a variety of data means that in the hands of a trained user Excel is an extremely powerful tool. Our one day workshops will give you all the knowledge you need to make Microsoft Excel work for you.

#### Who is this course for?

This workshop is aimed at people who want to gain entry level knowledge of spreadsheets and is aimed at those with little or no prior knowledge of Excel.

#### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

#### What do I gain on completion?

Upon completion of this one day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

#### Do I need any experience?

There are no entry requirements for this course.

#### What are the specific details?

##### > Duration

One day, 09.30 - 16.30

##### > Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

##### > Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

##### > Cost

£105 per person, per workshop\*  
\* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.



#### What will I learn on this course?

This workshop will cover:

- > Create, save and print a worksheet
- > Format text, dates and numbers
- > Page setup, headers and footers
- > Create simple formulas
- > Copy, edit and view formulas
- > Use simple functions (e.g. SUM)
- > Insert ClipArt and drawing objects
- > Insert, delete, re-size columns and rows