Microsoft Excel (Introduction)

2016

Topics Covered:

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

Delivery Modes:

- On-Site
- Customised Courses

ENVISAGE TRAINING

Tel: (07) 3325 3267
Fax: (07) 3264 4488
Post: PO Box 731
    Albany Creek QLD 4053

Email: info@envisagetraining.com.au
Web: www.envisagetraining.com.au

Last Updated: Dec 2015
MSEX01

Duration:

1 Full Day

Who should attend:

This course is designed for users new to **Microsoft Excel 2016** and spreadsheeting as a concept.

Course Pre-requisites:

This course assumes little or no knowledge of spreadsheets or **Microsoft Excel 2016.** However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Microsoft Excel Intermediate
- ➢ Microsoft Excel Advanced
- ➢ Microsoft Office