



Microsoft Excel Intermediate

This course is aimed at those who wish to build on their basic Microsoft Excel skills and gain further knowledge on some more advanced features.

This course will provide instruction on;

- ♦ Working with large spreadsheets
- ♦ Working with multiple spreadsheets
- ♦ Working with Dates & Times
- ♦ Conditional Formulas
- ♦ Conditional Formatting
- ♦ Working with Tables
- ♦ Documenting & Auditing
- ♦ Templates

This is a full day course, running from 9:00am to 3:00pm with all training materials supplied.

Limited spaces are available in each session, so please book early to ensure your place.

Investment: \$245 per person

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