

## Exploit Excel 95 - 2003 for Your Business

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A vast number of business people use Microsoft Excel 95 - 2003 in their everyday work. Are you getting the results from your spreadsheet that you need to analyse your figures, create your budget and forecast your future earning? Do you find yourself avoiding using Excel because it is math? The course will take you through those aspects of Excel that can benefit your business. This will save you time and ensure you have a firm understanding of your figures.

### What is Covered?

We talk to you first to see how you currently use Excel 95 - 2003 in your business. We may ask you to carry out an initial assessment to ensure that we understand what you already know and what you need to learn.

Normally, the following will be covered at a minimum:

- Functions and formulae (mathematical, logical, statistical, lookup functions)
- Analyse your data using conditional formatting, filters, sorting, group / outline
- Data validation to ensure accurate data entry
- What if / goal seek scenarios
- Pivot tables to analyse data in different ways
- Graphs and charts
- Format spreadsheets with borders, page layout, styles

### What Happens?

The package consists of a series of 4 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Excel 95 - 2003 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. You will be provided with exercises to practice the new skills and you have the opportunity to change your own spreadsheets if you would like. You will be given "How To .... Excel 95 - 2003" guides after the sessions and exercises will be available to complete between sessions to reinforce your learning.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

### Cost?

The cost of the package is £240 including a headset, guides, exercises and support.

### Interested?

To book your package, please contact

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