



Walsall Council



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# DIGITAL SKILLS HUB

## Bespoke Excel Fundamentals Course

Thursday 24<sup>th</sup> October 9am to 5pm

Delivering practical context-based training to meet today's business and personal user's needs

### Course Overview and Aim

Upon completion of this course, attendees will have acquired a broad spectrum of essential to advanced level Excel skills which can be immediately applied in their day-to-day work. Such enhanced expertise will significantly increase their practical proficiency and productivity when using Excel.

The Course Tutor, depending on course time constraints, may be able to assist with any specific Excel challenges you might raise on the day.

### Attendees

As a pre-requisite for attending this course, attendees must have a good practical working knowledge of Excel and regularly design and updating spreadsheets probably in their working or business environment.

### Course Type

In-House at Digital Skills Hub , Expert Instructor led and guided. It is recommended that attendees bring their own devices although the Hub has IT facilities if this is not possible.

**Please note:** Microsoft Excel 365 is used as the primary application during the course for demonstration purposes.

**Please note :** a specially created attendee Excel course file will be provided, and is practically used throughout the course.

Post course this file is retained by the attendee as ongoing reference material.

### Duration

1 day course – Start time 9.00 a.m. Finish 5.00 p.m.

It is recommended all attendees to aim to arrive, at least 15 mins, before the start of the course, to ensure all pre-course administration and set-up is completed in a timely manner

### Cost

An introductory cost of £30 – the normal cost of this workshop would be substantially higher.

### Venue

The course will be delivered at the Digital Skills Hub in George Street Walsall WS1 1RS. **Please note:** The Hub does not have parking but the Asda car park in George Street has parking at a reasonable cost – currently £2.50 per day and there are also further local paid parking facilities.

### Refreshments

Coffee/tea will be available but lunch is not provided



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