



Introduction to Excel

Course Content

The course is suitable for those with little or no prior knowledge of Microsoft Excel and focuses on the basics of creating spreadsheets including entering and editing data, formatting spreadsheets, basic formulae, functions and charts.

Prerequisites

Delegates should have a basic knowledge of computers and working in a Windows environment. The course outline can be found on the provider website:

<https://www.nctrainingservices.co.uk/courses/microsoft-training-pc-mac?view=article&id=22&catid=15>

Target Audience

All staff looking to improve their excel knowledge

Course Delivery

These sessions will be delivered face to face in a classroom.

Booking Instructions

Please book via the training team

educationcentrebookings@bedsft.nhs.uk



Date	Time	Venue
Thursday 8 th February 2024	09:00-16:00	Training Room B, Bedford Borough Hall
Wednesday 6 th March 2024	09:00-16:00	Training Room A, Bedford Borough Hall
Thursday 21 st March 2024	09:00-16:00	Training Room B, Bedford Borough Hall
Wednesday 1 st May 2024	09:00-16:00	Training Room A, Bedford Borough Hall