

W I N T E R M E N U

Knutsford Admin

Choose just one dish from one course for your Excel training session. More than one can be booked if required.

STARTERS

2 hour slots at £45 per person (max of 3) suitable for the beginner.

- What is Excel, what is a spreadsheet, what is a worksheet, what is a formula? Look at drop down lists.
- How to save, file and print Excel spreadsheets in an orderly fashion. Demonstration of Excel capabilities.
- Design an invoice with your logo/image and automatic sum/percentage formulas. How to print it as a PDF save and email.
- Create an attractive template with logo/image for your specific requirements e.g. a register, stock records

MAIN COURSE

4 hour slots at £85 per person (max of 3) would assume a degree of basic Excel knowledge

- Use conditional formatting and sumifs formulas e.g. to highlight in colour certain cells in a spreadsheet, say, shade cell red when the word 'paid' is entered next to an invoice number in a list. This would highlight the ones paid or unpaid. Create totals of specific invoices that are paid using sumif formula.
- Create charts (pivot tables) to illustrate the data in a spreadsheet.

DESSERTS The decorative icing on the cake!

2 hour slot £45 per person (max of 3) suitable for the beginner or more experienced Excel user.

- Playing with fonts, font sizes, colours, cell shading, row and column heights and widths. Merging cells, wrapping text.

Please call or email to request a time slot to suit you.



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