

BE THE
BEST VERSION
OF **YOU**



EXCEL TRAINING LEVEL 2

COURSE DETAILS

Course title: Excel Training (level 2)
Duration: 4 days (6:00 PM - 9:00 PM)
Class Format: Instructor led classroom
Beverage & Snack included

DESCRIPTION

Microsoft Excel is a powerful tool you can use to create and format spreadsheets, analyze and share information to make more informed decisions. Demonstrating any level of skills in this program is quite beneficial because Excel proficiency is high demanding by employers.

COURSE OUTLINE

1. Working with lists
2. Working with charts
3. Workgroup collaboration
4. Financial & Logical functions
5. Date and time functions
6. Managing workbooks

WHO SHOULD ATTEND

Those who wants a hands-on guide to turn excel into a strength and also wants to develop their statistical and analytical skills to succeed in their career

TESTIMONIAL

Excel training has helped me to **upgrade** my current skills of excel. I already had some knowledge but I gained more throughout the course which I now will be implemented at work. The course **met my expectations**.
- M. Koningsbloem



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