

Excel Spreadsheets for Grazing Enterprises



Improve your business with a working knowledge of Excel

Have you downloaded a spreadsheet and not been able to use it?

This three-quarter day workshop will step you through the very fundamentals of Microsoft Excel.

We'll give you practical grazing business examples to help your business management.

TOPICS COVERED

- Getting familiar with Excel
- Creating new worksheets
- Understanding and creating basic formulas
- Linking worksheets
- Entering and copying data
- Creating graphs from spreadsheets
- Creating a new spreadsheet from a template
- Using Excel Help

Community Hub Training Room, ROMA

Friday, 3rd May, 2019

8:30am–3pm

COMPUTERS PROVIDED but you are welcome to bring and use your own device

Morning tea and lunch provided

BOOKINGS ESSENTIAL — LIMITED SEATS
This workshop is provided free of charge

RSVP: April, 29, 2019

0407 678 574 • rhondatoms@bigpond.com

ONLINE: <https://www.trybooking.com/BBYYV>



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RSL Meeting Room, INJUNE

Wednesday, 1st May, 2019

8:30am–3pm

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