

# 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 a new spreadsheet from a template
- Using Excel Help

**Thursday, 20th February, 2020**

**Venue: - Bollon Civic Centre, Bollon**

**9am—2:30pm**

**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: February 18, 2020**

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**ONLINE: <https://www.trybooking.com/BGDIH>**