

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

Dirranbandi Civic Centre

Wednesday, 19th February, 2020

9:00 am–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 17, 2020

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