

2025 January to June Training Dates

Date	Course	Length & Price	Time	Location
Tuesday 07 January	Intro to Excel	Half Day £65	09:30 - 12.45	Training Room
Tuesday 14 January	Excel for Administrators	Half Day £65	09:30 - 12:45	Training Room
Tuesday 28 January	Excel for Data Analysis	Half Day £65	09:30 - 12.45	Training Room
Thursday 20 February	Intermediate Excel	Full Day £140	09:30 - 16:00	Training Room
Wednesday 19 March	Advanced Excel	Full Day £130	09:30 - 16:00	Online via Teams
Thursday 27 March	Intermediate Excel	Full Day £130	09:30 - 16:00	Online via Teams
Tuesday 01 April	Intro to Excel	Half Day £65	09:30 - 12.45	Training Room
Tuesday 22 April	Excel for Administrators	Half Day £65	09:30 - 12:45	Training Room
Tuesday 29 April	Excel for Data Analysis	Half Day £65	09:30 - 12:45	Training Room
Thursday 29 May	Intermediate Excel	Full Day £140	09:30 - 16:00	Training Room
Tuesday 03 June	Intro to Excel	Half Day £65	09:30 - 12.45	Training Room
Tuesday 10 June	Excel for Administrators	Half Day £65	09:30 - 12:45	Training Room
Tuesday 17 June	Excel for Data Analysis	Half Day £65	09:30 - 12:45	Training Room

Intro to Excel (Half Day)

This half day session is aimed at people who have never used Excel before, or with very little experience.

Excel for Administrators (Half Day)

This half day session pulls topics from the Beginner & Intermediate courses but with a focus on using Excel for administrative tasks.

Excel for Data Analysis (Half Day)

Topics from the Intermediate & Advanced courses with a focus on pivot tables & advanced formulas.

Intermediate Excel (Full Day)

The Intermediate training focusses on sorting & managing data efficiently and working with functions & formulas.

Advanced Excel (Full Day)

For regular Excel users with a good understanding of its features, formulas and functions this course will help you upskill from Intermediate.