

2025 January to June Training Dates

| Date | Course | Length & Price | Time | Location |
|----------------------|--------------------------|----------------|---------------|------------------|
| Tuesday 14 January | Excel for Administrators | Half Day £75 | 09:30 - 12:45 | Training Room |
| Tuesday 28 January | Excel for Data Analysis | Half Day £75 | 09:30 - 12:45 | Training Room |
| Thursday 06 February | Intro to Excel | Half Day £75 | 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 £75 | 09:30 - 12:45 | Training Room |
| Tuesday 22 April | Excel for Administrators | Half Day £75 | 09:30 - 12:45 | Training Room |
| Tuesday 29 April | Excel for Data Analysis | Half Day £75 | 09:30 - 12:45 | Training Room |
| Thursday 22 May | Excel for Beginners | Full Day £140 | 09:30 - 16:00 | Training Room |
| Thursday 29 May | Intermediate Excel | Full Day £140 | 09:30 - 16:00 | Training Room |
| Tuesday 03 June | Intro to Excel | Half Day £75 | 09:30 - 12:45 | Training Room |
| Tuesday 10 June | Excel for Administrators | Half Day £75 | 09:30 - 12:45 | Training Room |
| Tuesday 17 June | Excel for Data Analysis | Half Day £75 | 09:30 - 12:45 | Training Room |

Training guide provided for all courses

Intro to Excel (Half Day)

This half day face-to-face session is aimed at people who have never used Excel before, or with very little experience. A relaxed space to learn the basics.

Excel for Administrators (Half Day)

This half day face-to-face 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.

Excel for Beginners (Full Day)

This full day course covers all the topics in the half day session and more. Face-to-face in a relaxed environment to help get you up to speed with the basics of Excel.

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.