

## 2025 February to June Training Dates

Date	Course	Length & Price	Time	Location
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

*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.