

MS EXCEL

If you are looking for work, computer skills are essential. This 8 week course covers an introduction to using Microsoft Excel 2010 and includes topics such as entering & editing data. Performing calculations, using formulas & functions, formatting cells, creating charts and creating a simple budget using various formulas & functions.



**Commencing : Friday 15th July - 2nd September
9.30am - 12.00pm**

**Fees: Standard: \$70
 Concession: \$60**

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NOTE: Government subsidised & concession course fees only apply to self funded Individuals who meet citizenship/residency criteria. Individuals who do not meet citizenship/residency criteria & Organisations providing funding (even indirectly) are not eligible for these reduced rates & must pay the FULL FEE.

**Contact us NOW on 9369 2726
for more information**