

Excel

Course Information

## Certificate in Excel

### OVERVIEW

Chart a new course for yourself

Excel is an essential tool across a broad range of sectors. The Career Academy Microsoft Excel training gets you started on the fundamentals, including understanding the basic layout of worksheets, what screen components you may expect to see, and how they may be used. Learn to modify worksheets, perform calculations, format correctly, sort, filter, and print. Begin Microsoft Excel training and let prospective employers know you are serious about learning. Enrol today to enter the world of spreadsheets with a guide that lets you work at your own pace.

- Learn the difference between a workbook & a worksheet
- Understand when shortcuts can be used
- Discover how to appropriately modify your worksheets
- Explore formulas for calculating travel expenses

Ready to become unstoppable?  
Enrol now and start your journey today.

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### INVESTMENT

# €199

upfront payment; or  
€299 with a €25 a week  
interest free payment plan

### COURSE DURATION

# 30 hours

### COURSE TIMEFRAME

# 6 months