



Do you wish you could use Excel for important business tasks?

Are you frustrated, wishing there was a better way to learn?

Book today to benefit from our Excel for Business courses. They set out in simple steps how to make Excel work for you. Each course is tailored to your understanding of Excel, building on your knowledge and developing your skills with the aim of finishing with a spreadsheet set up just how you want it.

Course Content - Book on the right course for you today:

Finding your Feet: for those new to Excel

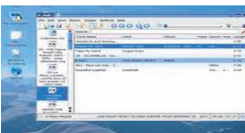
- Introduction to Excel, how to set data out and how to format spreadsheets correctly
- Copying, pasting and using data
- Using filters and sorting to adjust your table and data

Formulas and Simple Costings: for those who want to make the things they do easier

- Running simple formulas on your Excel table
- Learning how to easily move and copy formulas
- Setting up costing and quote sheets to calculate prices for you

Advanced Formulas: use Excel to its full potential

- Creating formulas to solve any problem
- Learning about the power and use of pivot tables
- Advanced modelling to create automatically updating spreadsheets





In addition to the structured content, each attendee on the course will receive an email a week before the course asking any particular problem areas or questions they have with Excel. Your responses to our email allows us to anticipate any queries you may have and to tailor the structured content of the course to the exact problems and issues you have, so no more boring generic lessons! And if you are a beginner why not not follow on and benefit from attending all 3 courses!

WHICH COURSE IS FOR ME?

From the information below simply book on the selected course suited to your needs:

Finding your Feet - no previous knowledge of Excel required

Formulas and Simple Costings - basic use of Excel but no formula knowledge

Advanced Formulas - familiarity with functions such as sum and writing formulas in cells

Price: £75.00 plus VAT per place

What You Can Expect From Your Course

- Real answers and solutions to your issues, not off the shelf training
- A take away spreadsheet and course pack that details these solutions step by step, with examples made by you during the course
- Structured lessons that go through the course pack and build your spreadsheet with you from scratch
- The opportunity to ask all the questions you ever wanted to!

Require more support than our training courses? Our full range of services can help you in many ways:

CUSTOM COURSES

We can work with you to deliver a tailored made course for your staff, not only in Microsoft Excel, but also in PowerPoint, Access and other Microsoft Office software.

STANDARD BUSINESS DOCUMENTS

We can work with you to design standard business documents in Microsoft Excel, Word and PowerPoint, making it quick and easy to produce professional, branded, bespoke business documents.

AUTOMATED REPORTING

Unsure if Microsoft Excel will give you the information you need to run your business? We can design, develop and deliver automated reports for you each month in easily accessible formats, such as PDF, giving you the information at your finger tips to run your business - no more days wasted in incomprehensible data reports!

How to Book on? - Get in Contact Today!



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Call: 0121 285 0437 or Email: info@astwoodconsulting.com