

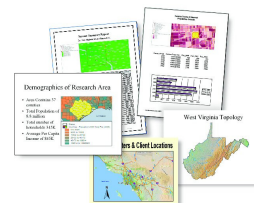
Expenses Workshop using Excel

A hands on computer training session

This 2 hour workshop will assist you to gain expertise in using the Excel to enter data in a spread sheet, formatting the spreadsheet, create a budget sheet and create an Expenses sheet using calculations.

Course Outline

- ✚ Entering Data
- ✚ Formatting your Spreadsheet
- ✚ Applying Calculations
- ✚ Creating Graphs



What will I get?

- ✚ Hands on workshop (computers)
- ✚ Workshop Handbook
- ✚ Disc to take home
- ✚ Morning or Afternoon tea

When is it?

- ✚ Wednesday 7th May 2008
- ✚ Morning Session 10am – 12 noon

Where is it?

Western Port Business Centre
10 Pound Road
Hastings

Cost?

\$40 per person

How do I book?

Please book to reserve your place by calling **Sue Pejic** on **0419 891 113** and complete the form below and mail with your cheque for \$40 to **Systems Training Solutions**.

C/- **Just Ask Sue** , **PO Box 80, Hastings 3915**. **Booking is essential as places are limited to 8 per session.**

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Expenses Workshop with Microsoft Excel

Name: _____

Business Name: _____

Phone number: _____ Mobile _____

Website address _____

Experience with using Microsoft Excel _____

