

Excel Formatting and Functions

This course is designed to equip you with further essential skills to work effectively with Microsoft Excel.

Who is it for?

The Excel Formatting and Functions Professional Development Workshop is ideal for:

- Employees at all levels who are seeking to build their practical knowledge and skills in spreadsheet development and working more efficiently with data.

This workshop will build your confidence in:

- Using standard formatting tools and techniques
- Using Conditional Formatting
- Use of the Fill Handle
- Using AUTOSUM maths function in Excel
- Using the IF function
- Using the SUMIF functions
- Using a 'nested' IF function

This workshop will be led by Tony Garraway, an experienced trainer who has worked with a variety of organisations in the private and public sectors.

Delivery:

Online
2.5 hours
2:00pm - 4:30pm

Costs:

Apprentices: Free
Partners: £75
Commercial: £150

Workshop dates:

9th March 2026
8th June 2026
14th September 2026

To book your place on this workshop

 Janet@wbtc-uk.com  01635 35975

