

Getting to Grips with Excel

This course is designed to equip you with the essential skills to begin working effectively with Microsoft Excel.

Who is it for?

The Getting to Grips with Excel Workshop is ideal for

- Employees at all levels who are new to using Microsoft Excel

This workshop will build your confidence in:

- Navigating Microsoft Excel
- Creating simple formulas
- Using various formatting tools
- Using the SUM function
- Using the sorting and filtering tools
- Using comments/notes
- Using the Freeze Panes tool

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

Delivery:

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

Costs:

Apprentices: Free
Partners: £75
Commercial: £150

Workshop dates:

2nd March 2026
1st June 2026
7th September 2026

To book your place on this workshop

 Janet@wbtc-uk.com  01635 35975

