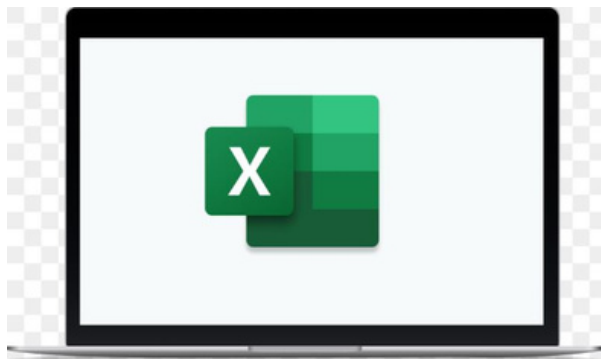




Excel

Never used Excel before or do you need to develop your knowledge in this software? Then this course will help you grow your practical skills in using Excel with confidence.



A course to develop your skills in:

- Creating, modifying and formatting a spreadsheet
- Number formats and basic formulas
- Sorting filter and summarising data
- Calculating and managing multiple worksheets
- Creating charts, groups and sub-totals

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Skills for study
work and life

We enrich our community by providing opportunities to connect, participate and learn

Length: 12 hours - 4 weeks

Eligibility: Visit the website for details.

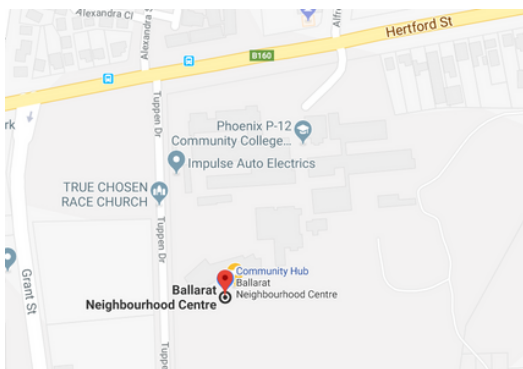
For dates, times, costs and prerequisites refer to the BNC Course Timetable.

Discover Learn Local

We provide education and training programs designed to meet your learning needs. As a registered Learn Local we help you return to study, become work ready, improve your skills or learn something new.

Find us at the Ballarat South Community Hub

11 Tuppen Drive, Sebastopol



**Ballarat Neighbourhood Centre
PO Box 540W, Ballarat. 3350**