

# Spreadsheets

Courses available using Microsoft Spreadsheets 97, 2000, XP, 2003 and 2007.

- . One day course
- . Bite-size sessions

## **Intermediate—Level 2**

- . Open and save spreadsheets
- . Enter and format data
- . Enter basic formulae and functions
- . Edit and organise data
- . Create charts
- . Customise a spreadsheet
- . Use advanced formulae and functions
- . Import text and graphics
- . Print a spreadsheet