



www.networkforpractices.co.uk

Consultant Information

www.surgerytraining.co.uk

Alex Hall has worked in the clinical IT industry since 2002, both with pharmacy IT, and since 2006 with GP surgeries. Having worked as a trainer for the majority of this time, Alex has been involved with all aspects of IT on a practical, working level, whether it's giving one-on-one training to a GP, nurse, or admin member of staff, training a group of surgery/pharmacy staff, or presenting to 300 members of a national user group.

Booking Information

To book a place/s email

bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.

Microsoft Excel – the Essentials

Date: 1st February 2024
Times: 1400 - 1500
Venue: Microsoft Teams Online Platform
Places available: 10

Fee/s:	NfP Members	£30
	Non Members	£75

This workshop is suitable for: All staff

Introduction

Learn the basics of using Microsoft Excel in the work environment.

Aims & Objectives

- Understand the layout of the Excel ribbon
- Open new, or existing, documents
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Filter and sort data

Learning Outcomes

By the end of this session Candidates should be able to:

- Navigate MS Excel with confidence
- Create a spreadsheet with confidence
- Add, remove and edit information correctly
- Print and save documents to the correct place