Microsoft Excel

Gain the essential Microsoft Excel skills needed to organise data, create spreadsheets, and work more efficiently. Ideal for beginners or anyone wanting to improve their confidence using Microsoft Excel.



A course to develop your skills to:

- Create, edit and format professional-looking spreadsheets
- Work with numbers confidently using simple formulas and calculations
- Organise information by sorting, filtering and summarising data

The Commonwealth Department of Education, Skills and Employment endorses this course which counts towards Workforce Australia mutual obligations and points targets, including for Centrelink payment recipients.

Learn Local | Skills for study work and life

NEIGHBOURHOOD CENTRE BALLARAT

We enrich our community by providing opportunities for you to connect, participate and learn in a safe and inclusive space.

This course is 4 sessions of 3 hours.

As a registered Learn Local, we help you return to study, become work ready, improve your skills or learn something new. We do this by providing education and training programs designed to meet your learning needs. The tuition fees for this training course are funded by the Victorian government ACFE Board. Fees associated with all classes will be advised prior to enrolment.

Find out more about our courses by scanning the QR code to visit our website.

Find us at the
Ballarat South Community Hub

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