

# Excel Basics

7 Aug | Online

Workshop



## Your first steps towards spreadsheet success - navigate, calculate, visualise and excel in real-world tasks

- Understand Excel's basic interface and navigation
- Learn how to create and use simple formulas and functions to perform calculations, analyse data and automate processes
- Create and customise charts, for simple data visualisation
- Improve overall productivity and problem-solving capabilities

### THE AGENDA

#### Workshop

7 AUG | 9:00 - 4:30

- Excel fundamentals - interface and navigation
- Basic functions and formulas
- Data management and worksheet formatting
- Visualising your data - graphs, charts and print

### YOUR FACILITATOR

Mandy Vyner is a seasoned IT professional with over three decades of experience in transformative technology training services, specialising in Microsoft Office solutions. She led successful change initiatives in various sectors, collaborating closely with clients to design precise training programs. With expertise in instructional design, coaching, mentoring, project and change management, Mandy Vyner excels in facilitating training across diverse industries with a proven track history in achieving outstanding results.



**Mandy Vyner**  
Senior Microsoft Consultant  
Mandy Vyner Consultancy

### GROUP DISCOUNTS

3 - 4 Attendees

**10%**

5 - 7 Attendees

**20%**

8 - 9 Attendees

**25%**

10+ Attendees

**30%**

### BOOK NOW AND SAVE

Rapid Action

**Save \$600**

Ends 18 Apr

Value Plus

**Save \$400**

Ends 17 May

Super Saver

**Save \$200**

Ends 7 Jun

Early Bird

**Save \$100**

Ends 28 Jun

Call +61 2 8239 9711 Priority Code - I

Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

Delegate Information

Table with 5 columns: #, Title, Full Name or TBA, Position, Email. Rows 1-10.

Pricing

Pricing options: Rapid Action (Save \$600), Value Plus (Save \$400), Super Saver (Save \$200), Early Bird (Save \$100), Standard Rate. Includes Group Discounts table.

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only.

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Payment form with sections: Credit Card Details, Electronic Funds Transfer (EFT), and Cardholder's Contact Number/Signature.

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