



GRŴP COLLEGAU **NPTC** GROUP OF COLLEGES  
**Datblygu Busnes**  
Business Development

Inspiring Learning,  
Enriching Lives, Delivering Success

# Excel - Beginner (Part-Time)

During this course, you will learn the basics and basic concepts of Microsoft Excel. This will allow you to get the most out of the software while addressing the basic tools that help you become an effective user.

Progression pathways are available and all individuals wishing to increase their Microsoft Excel knowledge may wish to enrol in the Intermediate Excel and Advanced Excel courses.

## Course Modules

This course is £100 per person. Funding may be available for this course. Please get in touch to find out more.

## STUDY MODE

SC

## LOCATION

## COURSE LENGTH

1D