

Tech Savvy BUSINESS

excel for business

Do you run a small business or have staff that need additional training in Microsoft Excel? The course is designed for participants that have basic computer skills and may even be using excel already at a basic level. This training will include intermediate spreadsheets, formula and formatting. Participants successfully completing this training will receive a Statement of Attainment for the following two units of competency:



Units of Competency



FSKDIG001

Use digital technology for short and basic workplace tasks

FSKDIG002

Use digital technology for routine and simple workplace tasks

Plus Non accredited modules:

Introduction to Excel • Intermediate Excel • Advanced Excel

Thursdays x 9 weeks 4:00pm - 7:00pm

Venue: Taree Universities Campus - 1 Pulteney Street, Taree

Starts Thu 18 Aug - Bookings essential

Tech Savvy Business funding available for eligible business owners and their staff.
Contact us to check your eligibility