

Become more efficient in your office: Learn Microsoft Excel to make your job easier
(Beginner)



By the end of this course you will:

- Understand how powerful Microsoft Excel can be when creating budgets, P&L sheets, pro formas, invoices and analysis charts
- Learn how to navigate through cells by formatting and resizing cells, using colors, different fonts and sizes, conditional formatting and groups
- Know how to use simple formulas (i.e. simple arithmetic), filters and be able to sort through data and information quickly

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