



**Centre
of Learning**
Learn. Connect. Grow.

a part of **W** The **WiB** Group

Digital Training Excel Essentials



Our partners:



Excel Essentials



Gone are the days when it was assumed only Investment bankers and accountants who rely on Excel. Now Business Owners, Sales Managers, Administrators, Marketing Executives, Graphic Designers, and so many other people turn to the program for help.

Regardless of your business or profession, Excel can help you save time, labour and ultimately do your job even better.

2-part Excel Essentials programme facilitated by Accredited Microsoft Master Instructor, Louise Friel

At a glance:

Module 1: Formatting Data for Reports & Presentations

Module 2: Formula & Functions for Budgets, Sales & Targets

Module 3: Working With Lists for data Analyses

Module 4: Linking of Data



This programme consists of 2 1/2 day modules to enable you to format data for reports and presentations, use formula and functions for budgets, sales and targets, work with lists for data analysis, link sheets and become more proficient and confident using this invaluable tool.

“Louise has a great way to communicate and support learning. A condensed no-nonsense course for busy professionals to up-skill or brush up on knowledge.” Lisa Lamont, Belfast Harbour



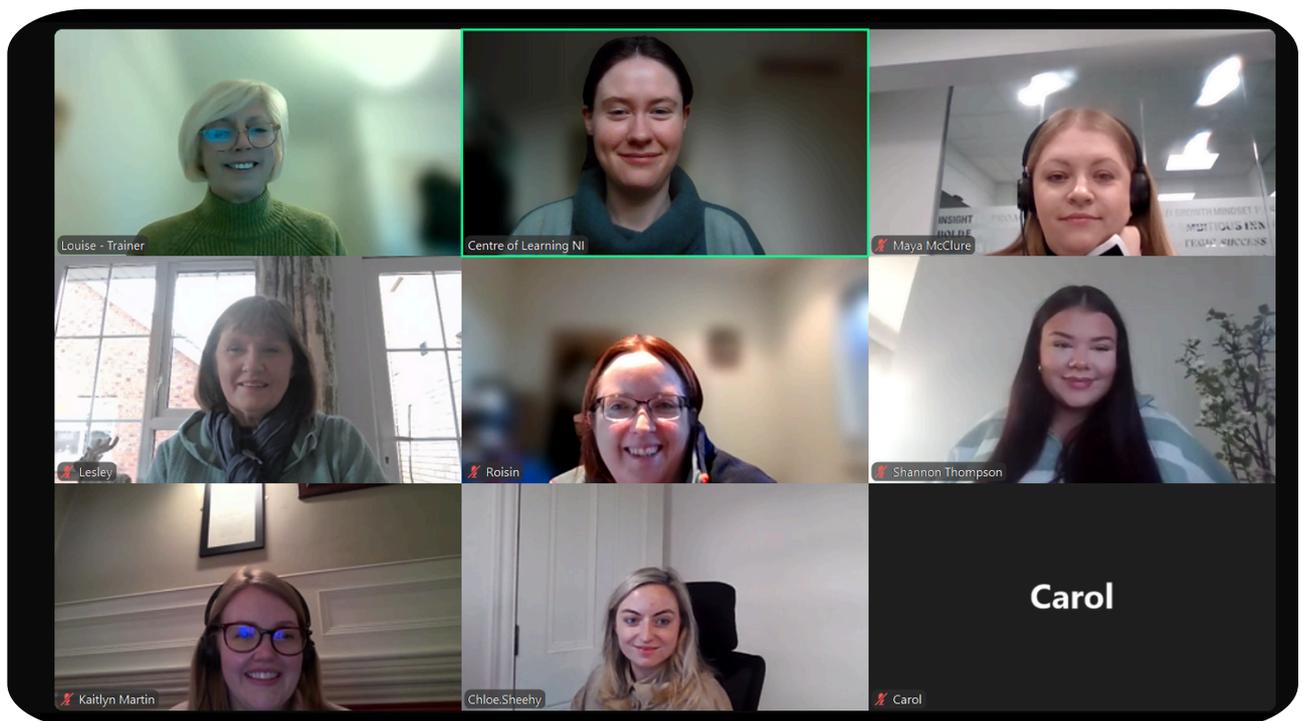
Find out more: centreforlearningni.com

Excel Essentials



Louise Friel - Desktop Genie IT Consultant and Owner

Louise facilitates our Excel Essentials programme. Louise is an IT professional with over 30 years' experience in IT and telecommunications and is the owner of Desktop Genie which provides IT consultancy and business solutions. Louise provides a range of specialist IT Training including MS Excel, MS Word, MS Access, MS Project and marketing through Twitter and LinkedIn training. She is an Accredited Microsoft Master Instructor and an accredited ECDL and Advanced ECDL Tester.



What others have to say

Gillian McKee
GIRAFFE Associates Ltd

For anyone wanting the basics of Excel and enough knowledge to be able to use it effectively and efficiently, this was a great course and Louise was a patient teacher and a clear communicator.



Doireann Nic Dhomhnaill
Northern Ireland Screen

Excellent training. I now feel more confident in my abilities to use Microsoft Excel,

Victoria Payne
Womenstec

I loved this programme and learnt a lot. Louise was very good and worked at everyone's pace. It was good to be able to share screens so we could see how she was doing it but also so she could see where we were going wrong and correct the issue... This is definitely a course I could encourage and recommend to everyone.



What makes our programmes different?



Tailored content which is **relevant to today's working world**



Programmes to **address the challenges and barriers** often faced by women



Insights and advice on best practice as well as key tools from **industry leading facilitators**



External training provides the **opportunity to connect and learn with like minded women** outside of your organisation



Engaging programmes with **practical tools which can be applied immediately** to support continued development



Discounted rates for Women in Business, CBI and Northern Ireland Chamber members.



Our partners:



Our customers

Since commencing in 2019, we have had the privilege of providing training support to over 4000 individuals and 200+ organisations from different sectors.

Learning from diverse individuals across industries offers delegates a safe space to discover themselves, break away from group-think, understand varied business landscapes and share unique perspectives for enhanced growth and learning.



Our partners:

Contact the team



Start your journey to learn, connect and grow today.



Nicky Scott
Head of Programmes & Development
nicky@centreoflearningni.com



Maria McCaffrey
Programmes Coordinator
info@centreoflearningni.com



Gemma Weir
Sales Coordinator
gemma@centreoflearningni.com



Our partners:



Centre of Learning Office
Arthur House, 41 Arthur Street, Belfast BT1 4GB
Visit: womeninbusinessni.com/centre-of-learning

