

Practical Excel for Librarians and Teachers

Spreadsheets are typically used to store and organise data in a structured way and allow for easy retrieval of the information. This series of workshops starts with the basics, followed by an intermediate workshop and lastly by the advanced workshop. Workshops are hands-on and practical, and classes are kept small to ensure each delegate receives personal attention.

These workshops are aimed at librarians, library assistants and school teachers. The training venue is in Pretoria, but we can also bring the workshop to you, provided that there will be minimum 10 attendees, access to computers and a good, stable Internet connection. Please contact us for a quote or other inquiries: info@inthecloud.org.za

About the Workshop

This is a series of three 1-day workshops – you choose which ones you would like to attend. Even better – attend all three!

Each workshop will include the following, amongst other, topics:		
Basic	Intermediate:	Advanced:
Anatomy of a workbook Toolbars Home tab Insert tab Layout tab Editing tools Moving data Modifying cells and data Cell formatting Printing and saving	Templates Formulas Functions Tables Filters Charts and graphs Protecting the workbook Excel as a database Hyperlinks	Pivot tables Scenarios WHAT IF analysis Advanced functions Slicers Conditional formatting

Dates: 06 July 2019 –Excel: Basic | 13 July 2019 – Excel: Intermediate | 20 July 2019 – Excel Advanced

Time: 09:00 until 17:00

Costs: R 950,00 per person (light lunch, manual, certificate included)

Past [In the Cloud](#) workshop delegates may qualify for a discount.

Venue: Pretoria

Register [here](#) or by emailing: info@inthecloud.org.za or 0834573280 (Annamarie) or 0828180117 (Ina)

Classes are presented in English.

In the Cloud is registered with the following:

MICT SETA Accreditation Number ACC/2018/07/0054 | SACE Provider Number 13360
 CIPC Enterprise Number K2014279698 | Central Supplier Database MAAA0659472City of Cape Town
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