

Unleash the power of Excel!

Are you struggling with your spreadsheets?

Are you still using a calculator?

Do you need to organize and manage information?

Would you like to find out what Excel can do, and use it with confidence?



What we cover

This three-hour workshop is designed to give you some basic - and not so basic - Excel skills, along with plenty of tips and tricks to save you time. We will go at your pace - answering any questions as they arise - and fun is almost certainly guaranteed. The number of participants is limited to six, so that everyone gets personal attention.

Find out about:

- number crunching
 - ~ eg tracking expenses (NB This is NOT a maths lesson!)
- how to sort and retrieve large amounts of information quickly
 - ~ eg managing a contact list, organising a rota
- creating charts from your data (So much easier than you think...)

AND discover how much time you could save doing mundane tasks.

Cost

The cost is £40 per person. All training materials are included. Just bring a laptop with Microsoft Excel installed. (Please note that this workshop is for PC, not MAC, users.)

Venue

235 Foxhall Road, Ipswich, IP3 8LF. Staines accountants building. Top floor.

Parking is available in the nearby side streets, but please allow 10 minutes to get parked up and walk. Derby Road station is less than a 5 minute walk away.

Tea, coffee and water are available.

Date and time

Monday April 27th, 2026

09:30 to 12:30

Please arrive at 09:15 for a prompt start at 09:30

About the trainer

Jenny Labbett has been an IT training consultant for over 20 years, and has worked in the UK and Europe, training Microsoft applications and implementing new software systems in law firms. She now focusses on working in East Anglia, and delivers one to one and group training, both public and in-house.

For more information, and to book, please contact Jenny on:

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