



*Excel Training for Individuals  
working at your pace*

Do you want to learn how to use excel so you can improve your career opportunities?

- ***Learn at your pace***
  - ⓐ Everybody learns in different ways – let me work with you to provide the best training for you
  - ⓐ Personalised training so you learn what you need to know, for your circumstances
  - ⓐ From one hour training slots to a full days individual tuition
  
- ***What you will learn***
  - ⓐ I can show you the very basics to complicated excel templates
  - ⓐ Each module will provide examples and exercises so you become familiar with the many functions
  
- ***What can Excel training do for you***
  - ⓐ Excel is so versatile it would take hours to list all of the benefits but I can guarantee
    - You will impress your work colleagues and boss with your new found confidence
    - You will be able to produce reports and worksheets appropriate to your needs
    - You will see opportunities to use excel from simple home budgets to complex analysis
  
- ***What will it cost?***
  - ⓐ No difficult pricing schedule – just \$60 per hour
  - ⓐ If you pre-book 3 or more hours tuition a 10% discount will be applied per hour
    - So your 3 hour training sessions will be just \$162
    - Full days training is 6 hours at \$324 (inclusive of 10% discount)
  
- ***Where will the training take place?***
  - ⓐ We have a training facility at Mermaid Beach
  - ⓐ Or I can come to you if you prefer to learn in your own home or business
  
- ***What does the training cover***
  - ⓐ When I first speak to you I will work with you to build the best program for you so you learn what is most useful to you

- - ④ You will be provided training aids, examples and tips so you can practise at your own pace
  - ④ Access to me after training to support you in applying what you have learnt
  
- ***Do I need any experience using excel***
  - ④ What ever your skill level I can help you – from absolute novice to advance users
  - ④ I can guarantee I will be able to teach you new skills
  
- ***About me***
  - ④ I have had 20 years experience as a Management Accountant and System Analyst so I have had to find solutions to complex business reporting using excel
  - ④ That means I know my stuff and what works and what does not
  - ④ I will not waste your time teaching you elements of excel that you will never use
  - ④ I am passionate about teaching the benefits of excel and seeing my students discovering for themselves how they can utilise this skill in their lives

***So what are you waiting for – have a go – you will never regret it***