

Accounting using Excel

This one-day instructor led course will provide you with the necessary skills to use Excel for managing your business accounts. Upon completion of this course, you will be equipped with knowledge and tools that enable you to:

- Use Spreadsheets to record your Sales and Purchase invoices
- Understand the basic financial reports necessary to manage your business
- Know your financial status and have management information available at the touch of a button

All attendees will leave the course with a copy of the Excel spreadsheet to base their Accounts on.

Email us using Outlook or via our contact us page for further details.