



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>

IT Skills – Microsoft Excel Workshop 1 – Effective Invoices and Quotes

Course Code: CT053

This workshop is ideal for the small business user who would like to use Microsoft Excel to create professional quotes and invoices. Delegates should have a basic understanding of the software, from which they can develop skills to create impressive, customer-focused documents. The workshop offers the opportunity to discuss needs specific to the delegate's business.

Course at a glance

- Recap on basic skills and concepts
- Creating templates for quotes
- Invoice concepts and contents
- Creating and using invoice templates
- Concepts of creating effective customer documents
- Creating and storing quotes using Microsoft Excel
- Using templates
- Creating and storing invoices
- Printing and saving
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	20	20
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontraining.co.uk