

## IT Courses - Upcoming Course Dates

| Date               | Course                           | Location    | Price |
|--------------------|----------------------------------|-------------|-------|
| January 2021       |                                  |             |       |
| 21 January 2021    | Microsoft Excel – Intermediate   | Dunfermline | £185  |
| 28 January 2021    | Microsoft Excel – Advanced       | Dunfermline | £185  |
| March 2021         |                                  |             |       |
| 11 March 2021      | Microsoft Excel – Introduction   | Dunfermline | £185  |
| 18 March 2021      | Microsoft Excel – Intermediate   | Dunfermline | £185  |
| 25 March 2021      | Microsoft Excel – Advanced       | Dunfermline | £185  |
| April 2021         |                                  |             |       |
| 21 & 22 April 2021 | Microsoft Project – Introduction | Dunfermline | £345  |
| May 2021           |                                  |             |       |
| 6 May 2021         | Microsoft Excel – Introduction   | Dunfermline | £185  |
| 13 May 2021        | Microsoft Excel – Intermediate   | Dunfermline | £185  |
| 20 May 2021        | Microsoft Excel – Advanced       | Dunfermline | £185  |

The following courses are also available, subject to demand:

- Introduction to Computer Skills
- Introduction to Microsoft Project
- Microsoft Access
- Microsoft Outlook
- Microsoft Excel Charts, Graphs and Dashboards

If you don't see the course you are looking for, please contact us to discuss your requirements, as we can also deliver bespoke courses to meet individual company needs either at our purpose-built training and conferencing venue, [Carnegie Conference Centre](#), or at your own premises.

To book your place, or find out more about our other IT short courses, please call **0344 248 0153** or email [info@carnegiebusiness.com](mailto:info@carnegiebusiness.com)