

IT Courses - Upcoming Course Dates

Date	Course	Location	Price (per person)
August 2021			
12 August 2021	Microsoft Excel – Introduction	Dunfermline	£185
19 August 2021	Microsoft Excel – Intermediate	Dunfermline	£185
30 August 2021	Microsoft Excel – Advanced	Dunfermline	£185
31 August 2021	Microsoft PowerPoint	Dunfermline	£185
September 2021			
16 September 2021	Analysing and Presenting Data with Excel	Dunfermline	£295
13 – 17 September 2021	Microsoft Automating Administration with PowerShell *NEW for 2021/22*	Virtual Classroom	£2,495
October 2021			
18 – 21 October 2021	Microsoft Azure Administration *NEW for 2021/22*	Virtual Classroom	£2,195
November 2021			
1 – 4 November 2021	Microsoft Azure Administration *NEW for 2021/22*	Virtual Classroom	£2,195
10 November 2021	Introduction to Power BI	Dunfermline	£295
11 November 2021	Microsoft Excel – Introduction	Dunfermline	£185
18 November 2021	Microsoft Excel – Intermediate	Dunfermline	£185
25 November 2021	Master Class – Formulas and Functions	Dunfermline	£125
25 November 2021	Master Class – Summarising with Lists	Dunfermline	£125
30 November 2021	Analysing and Presenting Data with Excel	Dunfermline	£295
December 2021			
2 & 3 December 2021	Introduction to Microsoft Project	Dunfermline	£345
16 & 17 December 2021	Visual Basic for Application	Dunfermline	£345
January 2022			
13 January 2022	Microsoft Excel – Introduction	Dunfermline	£185
20 January 2022	Microsoft Excel – Intermediate	Dunfermline	£185
27 January 2022	Microsoft Excel – Advanced	Dunfermline	£185
February 2022			
1 February 2022	Microsoft PowerPoint	Dunfermline	£185
17 February 2022	Analysing and Presenting Data with Excel	Dunfermline	£295
March 2022			
10 March 2022	Microsoft Excel – Introduction	Dunfermline	£185

17 March 2022	Microsoft Excel – Intermediate	Dunfermline	£185
22 March 2022	Master Class – Summarising with Lists	Dunfermline	£125
24 March 2022	Master Class – Formulas and Functions	Dunfermline	£125
April 2022			
12 April 2022	Analysing and Presenting Data with Excel	Dunfermline	£295
21 & 22 April 2022	Introduction to Microsoft Project	Dunfermline	£345
May 2022			
11 May 2022	Introduction to Power BI	Dunfermline	£295
12 May 2022	Microsoft Excel – Introduction	Dunfermline	£185
19 May 2022	Microsoft Excel – Intermediate	Dunfermline	£185
June 2022			
7 June 2022	Microsoft PowerPoint	Dunfermline	£185
9 June 2022	Microsoft Excel – Introduction	Dunfermline	£185
13 & 14 June 2022	Visual Basic for Application	Dunfermline	£345
15 June 2022	Microsoft Excel – Intermediate	Dunfermline	£185
21 June 2022	Master Class – Formulas and Functions	Dunfermline	£125
21 June 2022	Master Class – Summarising with Lists	Dunfermline	£125
22 June 2022	Microsoft Excel – Advanced	Dunfermline	£185
30 June 2022	Analysing and Presenting Data with Excel	Dunfermline	£295

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