

## IT Courses - Upcoming Course Dates

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

24 March 2022	Master Class – Formulas and Functions <b>*NEW for 2021/22*</b>	Dunfermline	£125
April 2022			
12 April 2022	Analysing and Presenting Data with Excel <b>*NEW for 2021/22*</b>	Dunfermline	£295
21 & 22 April 2022	Introduction to Microsoft Project	Dunfermline	£345
May 2022			
11 May 2022	Introduction to Power BI <b>*NEW for 2021/22*</b>	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 <b>*NEW for 2021/22*</b>	Dunfermline	£185
9 June 2022	Microsoft Excel – Introduction	Dunfermline	£185
13 & 14 June 2022	Visual Basic for Application <b>*NEW for 2021/22*</b>	Dunfermline	£345
15 June 2022	Microsoft Excel – Intermediate	Dunfermline	£185
21 June 2022	Master Class – Formulas and Functions <b>*NEW for 2021/22*</b>	Dunfermline	£125
21 June 2022	Master Class – Summarising with Lists <b>*NEW for 2021/22*</b>	Dunfermline	£125
22 June 2022	Microsoft Excel – Advanced	Dunfermline	£185
30 June 2022	Analysing and Presenting Data with Excel <b>*NEW for 2021/22*</b>	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](mailto:info@carnegiebusiness.com)