

## IT and Digital Courses - Upcoming Course Dates

Date	Course	Location	Price (per person)
<b>November 2023</b>			
6 November 2023	Master Class – Formulas and Functions AM	Dunfermline	£145
6 November 2023	Master Class – Summarising with Lists PM	Dunfermline	£145
7 November 2023	SharePoint Online End User Training	Dunfermline	£195
9 November 2023	Microsoft Excel – Intermediate	Dunfermline	£195
13 & 14 November 2023	Introduction to Microsoft Power BI	Dunfermline	£495
21 November 2023	Intermediate Microsoft Project	Dunfermline	£225
23 November 2023	Microsoft Excel Charts, Graphs and Dashboards	Dunfermline	£195
30 Nov & 1 Dec	Intermediate Power BI	Dunfermline	£495
<b>December 2023</b>			
7 December 2023	Analysing and Presenting Data with Excel	Dunfermline	£295
<b>January 2024</b>			
11 January 2024	Microsoft Excel – Introduction	Dunfermline	£195
18 January 2024	Microsoft Excel – Intermediate	Dunfermline	£195
22 & 23 January 2024	Intermediate Microsoft Power BI	Dunfermline	£495
25 January 2024	Microsoft Excel – Advanced	Dunfermline	£195
<b>February 2024</b>			
22 February 2024	Microsoft Excel – Introduction	Dunfermline	£195
<b>March 2024</b>			
4 March 2024	SharePoint Online End User Training	Dunfermline	£195
7 March 2024	Microsoft Excel – Intermediate	Dunfermline	£195
25 & 26 March 2024	Introduction to Microsoft Project	Dunfermline	£345
28 March 2024	Master Class – Summarising with Lists AM	Dunfermline	£145
28 March 2024	Master Class – Formulas and Functions PM	Dunfermline	£145
<b>April 2024</b>			
4 April 2024	Analysing and Presenting Data with Excel	Dunfermline	£295
25 April 2024	Microsoft Excel – Introduction	Dunfermline	£195
<b>May 2024</b>			
9 May 2024	Microsoft Excel – Intermediate	Dunfermline	£195
20 & 21 May 2024	Introduction to Microsoft Power BI	Dunfermline	£495
23 May 2024	Microsoft Excel – Advanced	Dunfermline	£195
<b>June 2024</b>			
10 & 11 June 2024	Intermediate Microsoft Power BI	Dunfermline	£495
13 June 2024	Microsoft Excel – Introduction	Dunfermline	£195
20 June 2024	Master Class – Formulas and Functions AM	Dunfermline	£145
20 June 2024	Master Class – Summarising with Lists PM	Dunfermline	£145
27 June 2024	Microsoft Excel – Intermediate	Dunfermline	£195

**\*Please Note: New Prices are effective as of August 2023**

The following courses are also available, subject to demand:

- Introduction to Computer Skills

- Introduction to Microsoft Project
- Microsoft Access
- Microsoft Outlook

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)