

# Excel Training

## for physically disabled adults

- Pick and choose the sessions you want to attend
- Go at your own pace – no time limit to complete the course
- An experienced tutor on hand to support and guide you
- Practise on your own in our IT suite at no extra charge

Suitable for both beginners and those that already have a basic understanding of Excel.

Whether you need to learn skills for work or simply fancy learning something new, this Excel course is perfect for you.

- Keep diaries and appointments
- Add a skill to your CV
- Manage your contacts easily
- Organise your finances

**starts** 24th April 2017

**costs** £2.30 per 2 hour session

**at** Norton Park, 57 Albion Road  
Edinburgh EH7 5QY

To find out more or book a place, please phone Ecas

**0131 475 2344**

or email

[info@ecas-edinburgh.org](mailto:info@ecas-edinburgh.org)

[www.ecas-edinburgh.org](http://www.ecas-edinburgh.org)



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