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|   | TRAINING SCHEDULE TEMPLATE |   |   |   |   |   |
|   | **Training:** | **ALL ABOUT MICROSOFT EXCEL** |   |   |   |   |   |
|   | **Supervisor:** |  |  |  |  |  |  |  |  |   |   |   |   |   |
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|   | MONDAY | December 18, 2023 |   | TUESDAY | December 19, 2023 |   | WEDNESDAY | December 20, 2023 |   |
|   | **Getting Started with Excel**  |   | **Essential Formulas and Functions** |   | **Data Analysis and Manipulation** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   | THURSDAY | December 21, 2023 |   | FRIDAY | December 22, 2023 |   |   |   |   |   |   |
|   | **Advanced Techniques and Functions** |   | **Automation and Macros** |   | **ABOUT THIS TRAINING** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   | ­ |   |  |  |   |  |   |  |  |   | Organizations are driven by the need to save time and cost by digitizing the tasks for themselves and all their stakeholders ranging from customers to vendors to business partners. Therefore, recent years have seen a boom in software training that use various technologies. One of the tools used by almost any company is definitely MS Excel. |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | SATURDAY | December 23, 2023 |   | SUNDAY | December 24, 2023 |   |   |
|   | **Getting Started with Excel**  |   | **Getting Started with Excel**  |   |   |
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