

Subject: Training course in how to use spreadsheets

I have found some [redacted] information about a computer training course taking place in the city centre. I think it would be [redacted] for someone from our department to [redacted] as we are all a bit uncertain about how to use Excel, although we know the basics of course. I have a copy of their leaflet, and the details are as follows. The name of the course is 'Spreadsheets for [redacted] Planning', and the course dates are from 4 June to 8 June. The course runs every evening during that week, from 18.00 to 19.30. The cost is €750. I am [redacted] at that time and I would really like to go – I can help other people in the future. I know it's a bit expensive, but do you think the company can [redacted] for me? I can't afford to pay for it out of my own money. Thank you very much.

 **LIVEWORKSHEETS**