

Excel Fundamentals - Assignment

A small startup, Acme Home Care Services, needs a way to ensure that its employees have mandatory training up to date, and can be made aware of when training needs to be undertaken again.

Training courses

Courses	Expiry (days)
Occupational health and safety	1,095
Equality and diversity	1,095
Fire safety	1,095
Infection prevention and control	365
Moving and handling	1,095
Safeguarding adults	365
Food safety	365
Dementia awareness	1,095
Manual handling	365
Basic life support	365
Person-centred care training	1,095
Dignity	1,095
Recording and reporting	365

Staff

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