



Microsoft Office Excel (Introduction)

This course is designed to develop your skills in Microsoft Excel. On completion of this unit a candidate should be able to use a range of basic spreadsheet software tools and techniques to produce, present and check spreadsheets. Typical examples may include - a duty rota for staff or a work sheet for keeping track of expenses, which could include tools, formulas and functions involved for example, sum, divide, multiply, take away and fractions. There is the option to get accreditation with City & Guilds with a nationally recognised qualification.

Business Benefits

This course will benefit your business by having staff who are confident in using Microsoft Excel to use a range of basic spreadsheet software tools and techniques to produce, present spreadsheets. On completion of this course the learner should be able to select and use a range of basic spreadsheet software tools and techniques to produce and present spreadsheets. Optional City & Guilds accreditation to qualify your staff with a nationally recognised qualification.

You'll need

No formal entry requirements.

Key facts

Course title:

Microsoft Office Excel
(Introduction)

Locations:

Bicton College, Cornwall
College St Austell

Start date:

31-01-2017, 20-03-2017

Course length:

1 day

□ You'll learn

You will learn how to:

Use a spreadsheet to enter, edit and organise numerical and other data

1. Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs
2. Enter and edit numerical and other data accurately
3. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available

Use appropriate formulas and tools to summarise and display spreadsheet information

1. Identify how to summarise and display the required information
2. Use functions and formulas to meet calculation requirements
3. Use spreadsheet tools and techniques to summarise and display information

Select and use appropriate tools and techniques to present spreadsheet information effectively

1. Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns
2. Identify which chart or graph type to use to display information
3. Select and use appropriate tools and techniques to generate, develop and format charts and graphs
4. Select and use appropriate page layout to present and print spreadsheet information
5. Check information meets needs, using spreadsheet tools and making corrections as necessary

□ You'll love

The option to get accreditation with City and Guilds with a nationally recognised qualification.

□ You'll go on to

It is also possible to diversify with our other Microsoft Office courses in Word Introduction, Intermediate or Advanced to further extend your skills and abilities in the digital field, or progress onto Excel Advanced.

Moving on, you can demonstrate that you have the skills needed to get the most out of the Adobe software by completing our other Courses in Adobe Photoshop, InDesign, Illustrator at Introduction or Intermediate levels.

Choose from these course options

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Microsoft Office Excel (Introduction)	Bicton College	31-01-2017	1 day
Microsoft Office Excel (Introduction)	Cornwall College St Austell	20-03-2017	1 day