



## MICROSOFT EXCEL 2016 (INTRODUCTION)

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	1 Day
Level	N/A



## Course Overview

The day will consist of practical tutorials that will include step by step examples with guidance and support from your tutor.

Starting from the very basics, you will learn what a spreadsheet is and what types of information can be stored in a spreadsheet. You will look at the layout of Excel including the Ribbons found in Excel 2007/2010 and the basic tools.

You will then look at how to create a spreadsheet inserting formulas to perform calculations and applying formatting to improve the appearance of your spreadsheet.

The course is workshop based and can be adapted to your personal requirements.

Topics include:

- Entering and editing data
- Formatting cells for currency
- Widening columns
- Data alignment
- Adding & deleting rows & columns
- Inserting Headers & Footers
- Sorting lists
- Saving work

- Inserting simple functions such as Sum, Average, Maximum or Minimum
- Multiplying & division
- Subtraction
- Applying borders and shading
- Creating Charts and Graphs
- Printing out your work

There is no assessment with this course; however, you will receive a certificate of attendance.

## Entry Requirements

This is not a course for the IT beginner as keyboard skills are required. You should have some prior knowledge of computers, although no knowledge of Excel is assumed.

## After your course

This course will give you the basic skills to use spreadsheets, which will be useful for many careers.

You could progress on to more advanced computer courses at the College such as:

- Intermediate Excel
- ITQ

## Fees

£75.00

Course fees are per year. The current fee information is related to the 2019/20 academic year and is subject to change before the start of the course. Fees for 2020/21 will be updated in the Spring Term. There may also be additional costs associated with the course.

**This course is funded by the government and may be free if you are:**

- Aged 16-18 on 31/08/19
- Aged 19-23 on an Entry Level or Level 1 course with intent to progress to a Level 2 course
- Aged 19-23 on your first full Level 2 or Level 3 course

- Aged 19-23 on your first Level 4 course (if you haven't already got a Level 3 qualification)
- Aged 19+ on Functions Skills or GCSE English or Maths
- Unemployed and in receipt of JSA/ESA(WRAG)/Universal Credit or another eligible state benefit on an Entry Level, Level 1 or Level 2 course
- Member of a low income household & in financial hardship on an Entry Level, Level 1 or Level 2 course