



IT USERS - EXCEL UNIT

Course Mode	Part-time
Location	Milnthorpe Road Campus (MRC)
Duration	1 Week
Level	2



Course Overview

You will spend 2 very practical days with a qualified Microsoft Expert Master watching demonstrations and then completing tasks to learn the various tools and techniques. The course will cover many features and functions in Excel such as the 'IF' statements and how to use conditional formatting to highlight trends in data. It also covers the importance of data validation and using validation to restrict access to cells, rows and columns.

Absolute referencing will be explained, and methods discussed on how to deal with this particular problem. You will learn to work with multiple sheets and use the 3D sum function.

Other topics covered include:

- Refresher on Autosum Functions & Formatting
- Absolute Cell References
- Importing external data
- Count functions - COUNTIF, SUMIF
- Using the IF function
- Working with Multiple Sheets
- Referencing between Sheets
- Working with Data Lists - sorting, filtering and sub-totalling
- Named Ranges
- Conditional Formatting

- Data Validation
- Error Messages

Entry Requirements

Basic knowledge and understanding of Excel required. You should be able to create a simple spreadsheet and use the AutoSum features. If you don't feel able to do this, enrol on the Level 1 Spreadsheet Unit, this will give you the introduction and basics you require.

After your course

The course aims to provide you with the confidence and the knowledge to move on to the Advanced Excel, although we do usually recommend that you leave yourself enough time to practice and build on your current skills before embarking on to the Advanced Excel. Please note the Advanced Excel Course is a 1 day course and does not have a City & Guilds qualification at this point in time.

Fees

£99.00

Course fees are per year for full-time & degree-level courses, and per course for part-time courses.

The current full-time & degree-level fee information is related to the 2020/21 academic year and is subject to change before the start of the course. Fees for 2021/22 will be updated in the Spring Term 2021. There may also be additional costs associated with the course.

You may qualify for financial support to cover the cost of a government-funded qualification up to and including Level 2, if you:

- Receive an eligible means-tested benefit e.g. JSA, ESA or Universal Credit
- Have an annual salary of less than £17,004
- Are aged 16-18 on 31/08/20 and are not studying at another school/college
- Are aged 19-23 on 31/08/20 and do not already have a Level 1 or 2 qualification
- Have a household income under £25,000 and are in financial hardship

Student Finance

Whether you qualify for student finance depends on specific criteria. The main student finance package for full-time students includes a tuition fee loan and maintenance loan for living costs. Part-time students can access a tuition fee loan to pay for your course.

Generally, you will only get student finance if you're doing your first degree-level qualification. This is true even if your previous course was self-funded.

For further information please see www.gov.uk/student-finance.

Access to Learning Fund

The Access to Learning Fund is a non-repayable discretionary fund that gives students facing hardship extra financial support to access and remain in higher education. This can be accessed via the college. Please speak to [Student Services](#) for more information.