



Excel Introduction - One Day Course

Inspiring Lives, Discovering Futures

The Course

In brief...

This one day course has been developed for people who have little or no knowledge of spreadsheets.

Who is it for?

If you are just starting to use Excel or if you want to make sure that you have the basics right, this is the course for you.

What the Course Leads to

What courses can I do after this?

On successful completion of the Introduction to Excel - Intensive Course you can progress onto the Intermediate Excel - Intensive course at The College, or other specialist and intensive IT courses.

What do I need to apply

To do this course you should have...

Delegates should have a basic knowledge of working with a mouse in the Windows environment. No experience of spreadsheets is required.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
TFLXPZ5197	Various	£185.00	£185.00	£185.00

* Please note fees are subject to change.

Costs

Course price (£185.00 per delegate) includes refreshments during the day.

Dates for 2021 will be available shortly.

Please call 01202 205617 for details.

Course Content

Course Content

The course content will include:

- Getting to know Excel - the essentials
- Using the Excel Help facility

Key Information

Duration

1 Day

Attendance

Part-time

Level

Other Courses

Qualification Name

College Certificate

Awarding Body

Bournemouth & Poole College

Curriculum Area

Business, Digital, Leadership & ESOL - Leadership & Management

- Entering text and numbers into a worksheet
- Fill data automatically in worksheet cells
- Entering formulas to Add, Subtract, Multiply and Divide
- Inserting functions, including Sum, Average, Min and Max
- Absolute and Relative References

- Editing within a worksheet
- Formatting text and values
- Printing worksheets

- Creating and printing charts

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

