

Microsoft Excel for the Workplace and Home - Beginners

Course Code - BBME1X12XA

DURATION, DAY, DATE AND TIME OF THE COURSE:

4 weeks starting Thursday 10 November 2022, 18:30 – 20:30.

VENUE:

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

PRIOR KNOWLEDGE/SKILLS REQUIRED:

There are no formal entry requirements for this course, but a working knowledge on computers is essential.

COURSE DESCRIPTION:

This 4-week course is for beginners. It provides you with an overview of Excel's main features and teaches you how to enter, format, filter and sort data in Excel. In addition, learners will learn how to use Excel functions and formulas and create charts and graphs.

UNITS/TOPICS COVERED:

- Creating a spreadsheet in Excel
- Entering data into a spreadsheet
- Using formatting commands
- Using formulas
- Using functions (AutoSum, Count, MIN/MAX, 3 D Reference calculations and Absolute cell reference)
- Filtering and sorting data
- Producing charts and graphs

EQUIPMENT NEEDED:

Pen and paper

WHERE CAN IT LEAD?

We offer a number of other computing courses; why not browse our website for suggestions or call Client Services on 01737 788444 for further information.

COURSE FEE:

£64

If you are 19+ on 31 August 2022, the standard fee will apply unless you qualify for free tuition and this will be your first leisure course in the current academic year. Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.



Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstance dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

