



Spreadsheet Basics

WHY TAKE THIS COURSE?

Do you want to get rid of that fear of anything to do with maths? Do you want to learn about spreadsheets which do all the maths for you? Do you want to know how they can be useful on a personal basis as well as in the office? Well come and join this basic introductory course for the answers.

WHAT ARE THE KEY TOPICS IT WILL COVER?

You will study and learn how to use spreadsheets and graph software correctly; enter and edit data accurately; insert, replicate and format arithmetical formulae; use basic formulae and functions to analyse and interpret data; format, present and manipulate data; produce pie charts, line graphs and bar/column charts

WHO WILL THE COURSE SUIT?

Whilst these skills are useful (and maybe essential) in an office environment, they can be equally useful in your home life as they can be used in every situation where efficient personal budgeting (e.g. control over your banking and bills) and small self-employed (e.g. catalogue payments control) or hobby needs (keeping records of local bowling teams results) are required. You must be 19 years old or above to do this course.

IS THERE A QUALIFICATION AT THE END OF THE COURSE?

No. There are no formal assessments but you will each be given an Individual Learning Plan on which you will find key objectives for the course. You will be asked if you have any of your own personal learning objectives and your tutor will try to accommodate these topics if at all possible. We will ask you to review your learning to make sure that everything on the course is meeting your expectations. You will receive a Certificate of Attendance which details the topics you have covered.

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