

## Course details

### Course title

Beginners Excel and Spreadsheets

### Course code

Q00009575

### Course date

Start: 02/09/24

End: 21/10/24

### Number of classes

8 sessions

### Timetable

Mon 2nd Sep, 13:00 to 15:00

Mon 9th Sep, 13:00 to 15:00

Mon 16th Sep, 13:00 to 15:00

Mon 23rd Sep, 13:00 to 15:00

Mon 30th Sep, 13:00 to 15:00

Mon 7th Oct, 13:00 to 15:00

Mon 14th Oct, 13:00 to 15:00

Mon 21st Oct, 13:00 to 15:00

### Tutor

Mark Turk

### Fee range

Free to £51.80

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!  
Online

**Venue**  
Online

**Level of study**  
Beginners

## Course overview

Did you know you can use spreadsheets to make hundreds of everyday tasks easier? You can use them to efficiently keep track of job applications, birthday lists, inventories of collectible items, or anything else. Never opened a spreadsheet in your life? Don't worry. This is an Excel course for beginners, and we'll cover all the basics. This beginner's Excel course aims to teach you computer skills for everyday life. You will learn how to navigate spreadsheet cells, format data, add currency and change decimal places. Save and Print a worksheet. Add borders and colour to text and cells. Use basic formulas and create charts from selected data.

## Course description

This Excel course for beginners will ease you into the wonderful world of spreadsheets. Learn digital skills to use basic formulae and auto-functions in spreadsheets. This will help you do calculations automatically instead of wasting time adding things up manually. Create charts and apply filters to find the information you need. This is useful for creating budgets or knowing how much money you spend on certain items.

When you complete this course, you can go on to study higher-level Excel courses. The next step in this series is the Excel and Spreadsheet Improver course.

If your needs are professional, you can also study for an accredited Essential Digital Skills qualification.

If you're not sure which course is right for you, your tutor can help you decide which options fit your preferences.

You'll need access to the internet to take this course as your tutor will upload useful materials to Canvas, the WEA's digital learning platform. You'll also need a digital device such as a laptop, tablet, or phone.

Your learning is our priority. The WEA is an adult education provider and we pride ourselves on our ability to create a friendly classroom atmosphere, in person and online!

Your tutor will support you through your learning journey, every step of the way.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/2-september-beginners-excel-and-spreadsheets>