



Course details

Course title

Beginners Microsoft Excel Spreadsheet Skills

Course code

Q00020712

Course date

Start: 20/01/25

End: 24/02/25

Number of classes

6 sessions

Timetable

Mon 20th Jan, 13:00 to 15:00

Mon 27th Jan, 13:00 to 15:00

Mon 3rd Feb, 13:00 to 15:00

Mon 10th Feb, 13:00 to 15:00

Mon 17th Feb, 13:00 to 15:00

Mon 24th Feb, 13:00 to 15:00

Tutor

Mark Turk

Fee range

Free to £44.40

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

This Beginners Microsoft Excel Spreadsheets course will teach you how to enter, edit and delete data in spreadsheet cells. Use formulas to automatically do calculations and save time. Format, sort and filter data and create a chart.

Course description

You will learn how to use Microsoft Excel to enter and edit data in spreadsheet cells. Use basic formulas and auto-functions in a worksheet. This will help you do calculations automatically instead of adding manually. This is useful for creating budgets or knowing how much money you spend on certain items. Select and format data. Apply filters to find the information you need and sort data. Create a pie, column and line chart.

Your friendly, knowledgeable tutor will guide and support you through your learning journey.

You will need access to the internet to complete this course. Learning materials including handouts and exercises will be available on canvas, the WEA's Digital Learning platform. You will need a digital device e.g. tablet or laptop to access the course.

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.

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