



## Course details

### Course title

Entry Level Essential Digital Skills: Excel For Improvers

### Course code

Q00021019

### Course date

Start: 28/01/25

End: 11/02/25

### Number of classes

3 sessions

### Timetable

Tue 28th Jan, 10:00 to 12:00

Tue 4th Feb, 10:00 to 12:00

Tue 11th Feb, 10:00 to 12:00

### Tutor

Gillian Futchter

### Fee range

Free to £22.20

### 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**

E

## **Course overview**

This is a follow on course for Basic Excel. We will briefly recap on the topics covered in the basic course and then extend the use of Excel.

## **Course description**

This course follows on from the basic Excel course and will look at the next stage in analysing the information in an Excel Workbook. The course will review basic formulas, charts, sorting and filtering. We will then move on to use more complicated formulas including percentages and summarising data from multiple spreadsheets, explore more of the built in functions of Excel, e.g. If statements, counts, etc. In addition, we can cover topics including Pivot Tables (more advanced analysis of the data) and XLookup (looking up data from one area of a spreadsheet/workbook to use in another area).

## **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.

## **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/28-january-entry-level-essential-digital-skills-excel-improvers>