



## Beginners/intermediate Excel - B159

This course is for those who are able to use a computer to create and save files and want to develop their spreadsheet skills.

### COURSE DETAILS

Topics that are delivered include:

- Setting up spreadsheets with the correct formatting
- Making calculations with the correct formula
- Using SUM and AVERAGE functions
- Filtering data
- Creating different types of charts from a table
- Freezing rows and columns on tables for easier viewing
- Use conditional formatting
- Import data from text sheets to the spreadsheet
- Perform multiple column sorts

### ENTRY GUIDELINES

No formal qualifications are required for this course.

It would be helpful if you have IT skills appropriate to the demands of the course, the ability to work at level 1 in English, be able to understand some technical information and follow technical instructions.

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

*Office use only. Non Standard 23.*

## ASSESSMENT METHOD

To assess progress and competence in performing different tasks, the tutor will allow time following demonstration and discussion, and will observe completion of the various tasks/activities.

## ADDITIONAL INFORMATION

The version of Excel planned for this course is version 2013. Please note that we are able to offer this course in different versions (eg 2010) subject to numbers.

## WHERE CAN I PROGRESS TO?

Explore potential careers via [Career Match](#) — it provides current local data on wages and employment prospects.

## WHEN DOES THIS COURSE RUN?

CAMPUS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	Part Time	B159P001	
<b>If you are aged 19 or over:</b> Fee : £95.00 <i>The fee quoted is for the academic year 23/24.</i>			

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 11th December, 2023 and may be subject to change.