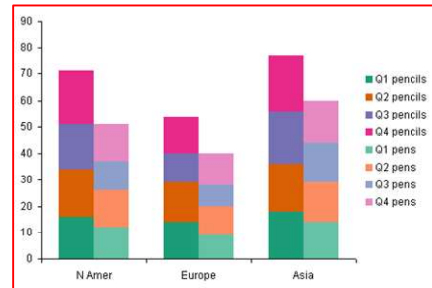




Rossett School
Success for everyone



Adult learning for pleasure courses to suit all tastes and interests

Course Information

Tel: 01423 563768 email: adultlearning@rossettschool.co.uk www.rossettschool.co.uk/adultlearning
Adult Learning, Rossett Extended School, Green Lane, Harrogate, HG29JP

Excel Essentials – Formulas and Layout

Start date (dd/mm/yy)	9 November 2018	End date (dd/mm/yy)	n/a
Half Term Bank Holidays (no class)		Number of weeks	1 day
Day(s) of week	Friday	Time	9.15 to 2.15
Teacher	W Thelwell	Fee	£32

This course is for:

If you are in employment, seeking employment or just want to become more competent and learn more about Excel then this course is for you.

Students who have not been formally taught to use Excel might also benefit from attending this course.

For the session students will need:

All exercises and course handouts provided. If students would like to save their work, please bring a USB memory stick.

Additional Costs:

None

The course aims to:

Teach students how to incorporate Excel formulas into spreadsheets as well as learning new techniques for entering data how to avoid common problems.

This course will cover:

Setting up and working with a variety of Excel spreadsheets incorporating basic formulas, applying formatting and layout techniques, working efficiently and accurately. Relevant shortcuts will be included.

By the end of the day students should be able to:

- Enter different types of data eg text, numbers and dates.
- Construct basic arithmetical formulas correctly eg times, divide, multiply and add.
- Learn to use formula functions ie SUM and AVERAGE.
- Learn the importance of brackets in formulas.
- Use absolute and relative cells in formulas
- Change the alignment of cells and apply number formatting eg 2 decimal places and currency format.
- Replicate (copy) data and formulas
- Insert and delete columns and rows and update data/formulas.
- Use 'best fit' to widen/reduce and fit columns and rows of data
- Change the page layout (apply borders/coloured backgrounds and fonts).
- Use relevant useful shortcuts.

Tutor profile:

The tutor has been teaching a range of computer software skills (eg Word, Excel, Powerpoint and Access) for approximately 25 years in HE, FE and Community Education. A lot of this time has been spent in teaching OCR CLAiT and CLAiT Plus qualifications as well as the full range of OCR Text and Word Processing qualifications. In addition to this, work has also included delivering business training courses in Microsoft products (Word, Excel and Powerpoint) at Harrogate College. Other previous employers include working as a Moderator for OCR, a large variety of FE organisations as well as a Yorkshire University.

Tutor qualifications include a Cert Ed, BA Hons, MSc and EdD in E-learning (Doctorate).