Excel for Beginners:
Course Duration: 10 Weeks
Course Fee: £94

Lecturer: Mr D Celecia
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Location: [Room 2]
Session Hours: Tuesday [18:00 - 20:00]

Overview

Excel is a spreadsheet application that allows you to store, manipulate and analyze numerical and text data for home and business tasks. While you may believe Excel is only used to process complicated data, anyone can learn how to take advantage of the program's powerful features. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

Aims and Learning Outcomes

The programme encourages students to:

■ Create workbooks.

■ Enter and edit different information in a spreadsheet.

■ Modify Columns, Rows and Cells.

■ Format cells including conditional formatting.

■ Use simple and complex formulas within a spreadsheet.

■ Filter data.

■ Learn and use relative and absolute cell references.

■ Learn and carryout 'What-if' analyses.

■ Use Excel's 'VLOOKUP' function.

Course Structure

The course is a 10 week programme of two hours long sessions per week. Lessons entail learning the application through working on realistic tasks that help consolidate learning.

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Who is this course for?

This Excel Beginners course is suitable for those with little or no knowledge of using Microsoft Excel.

What do I need to bring?

The material will be provided by the tutor.

Entry Requirements

There are no entry requirements for this course.

Important Points

• Gibraltar College reserves the right to make changes to this course without prior notice.

• All courses are accurate at the time of upload or print.

• Courses can only run if there are sufficient numbers.