



Guided Learning Advanced Microsoft Excel

This course aims to equip you with the skills to use the advanced functionality of the spreadsheet application. By choosing to use Guided Learning, you will be able to study at your own pace and at your own convenience. There are qualified trainers on hand to provide support and guidance. You can opt to study at either Newbury College, or at the Business Centre at Calcot to complete the course

Course duration

You should aim to study for a minimum of four hours per week. To complete the course, thirty study hours are required, and these should be undertaken to complete the course by the date stated at enrolment (three months).

Who should attend?

You will need to be a competent user Microsoft Excel at intermediate level. Please call the IT Centre at either location to discuss whether this course is the appropriate option for you.

Course content

- advanced editing functions – advanced formatting, data tables & security
- data handling – multiple sorting, queries and filtering
- advanced functions including financial, lookup, database, mathematical and logical functions
- data analysis –pivot tables, scenarios and auditing
- macros
- importing data
- templates

- advanced charts
- linking worksheets and workbooks

Course style

Through flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you through the learning process.

Course assessment

There are ongoing course exercises throughout the course. You will have the option of completing the formal assessment at the end of the course for the ECDL Advanced Spreadsheets certificate.

Course Fee

- The cost of the course is £245.
- If you wish to obtain the ECDL Advanced Spreadsheets certificate there additional £38 fee for exam registration.

To study this course at -

Calcot – call 01189 427040 or email j-silcock@newbury-college.ac.uk

Newbury College – call 01635 845405 or email j-eley@newbury-college.ac.uk

