

## Guided Learning Intermediate Microsoft Excel

This course will equip you with the fundamental and intermediate skills to use Microsoft Excel on a daily basis in the workplace. 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, ten study hours are required over a period five weeks. You should undertake to complete the course by the date stated at enrolment

- format workbooks, worksheets and cells.
- change fonts and data formats.
- format and print data in a worksheet.
- add and modify charts, graphics to a worksheet.

### Who should attend?

Please call the IT Centre at either location to discuss whether this course is the right option for you.

### 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 content

- create and save a new workbook.
- add and manipulate worksheets.
- enter and manipulate data in single and multiple cells.
- create and use formulas including relative and absolute cell referencing
- create functions such as SUM, AVERAGE, MIN, MAX, COUNT, IF

### Course assessment

There are ongoing course exercises throughout the course with a practical assignment at the end of the course

### Course fee

The cost of the course is £65

To study this course at -

Calcot – call 01189 427040 or email [j-silcock@newbury-college.ac.uk](mailto:j-silcock@newbury-college.ac.uk)

Newbury College – call 01635 845405 or email [j-eley@newbury-college.ac.uk](mailto:j-eley@newbury-college.ac.uk)