



# Course Outline

<b>Name of course: Spreadsheets with Excel</b>	<b>Course dates: 9/1/12 — 2/4/12</b>
<b>Tutor: Geoff Stilwell</b>	<b>Day: Mondays</b>
<b>Venue: Sidings Community Centre</b>	<b>Time of class: 10am-12pm</b>
	<b>Crèche available: No</b>

## 1. Who is the course for? Do you need any previous experience?

The Excel course requires no previous knowledge of spreadsheets or Excel. You will need a reasonable competence at using the Windows environment and navigating the filing system. Having some experience of any of the Microsoft Office suite of applications, such as Word or PowerPoint, would be desirable.

## 2. What will you learn?

During the Spreadsheets with Excel course you will learn how to:

- Enter different data types into a spreadsheet
- Enter formulas to calculate rows and columns
- Enter Sum function manually and automatically
- Duplicate formulas for multiple rows and columns
- Select parts of the spreadsheet
- Adjust column widths and row heights
- Format the spreadsheet manually and automatically
- Recognise the order of arithmetical operators and the use of brackets
- Format types of numerical data: currency, date, time, decimal places
- Use Print Preview and Page Setup to achieve hard copy
- Display and print formulas and other print options
- Use series of data, sequences, patterns, days, months and custom lists
- Use absolute cell references in formulas
- Use spreadsheet functions: Max, Min, Average, Count
- Create different charts/graphs from spreadsheet data and choose appropriate chart
- Use multiple worksheets to create a 3D spreadsheet
- Use Paste Special to paste specific values/formats, or Transpose row/columns
- Add Comments to parts of the spreadsheet
- Use conditional formatting to highlight significant parts of the spreadsheet

## 3. What can you go on to do next?

There are a number of options with the Microsoft Office applications: Word Processing with Word, Presentations with PowerPoint, Desktop Publishing with Publisher or Databases with Access. Learn about digital imaging with Photoshop Elements.

## 4. Will you need to buy anything? (e.g. certification, materials, equipment or books)

There is a small charge for the course book (£5) which contains everything you will need for the course. Any personal printing will incur a nominal charge.