

THIS IS AN ONLINE COURSE - It will take place on Saturday, 13th June 2020.

Course No: EZB8732	Start Date: #####	End Date: Saturday, June 13, 2020	Start Time: 9:00	Day Of Week: Sat
Centre: GEARIES		Tutor: Campbell Mark		Total Learning Hours: 4

How will this course benefit me?

This course is for anyone who wants to understand the way Excel works. It is suitable for the complete beginner or those who have a little self-taught knowledge but want to know how to use Excel more efficiently for day to day tasks.

What are the entry requirements?

There are no formal requirements, however you need to have a good working knowledge of using a computer.

To participate in online courses you will need to have the following:

- a computer/laptop/tablet with a fully updated browser (preferably Google Chrome)
- an email address
- a reliable internet connection
- a microphone and preferably a camera

Once you are enrolled on the course, you will receive detailed instructions on how to join the class.

What will I learn?

- Components of a spreadsheet programme
- Creating simple spreadsheets
- Entering and editing textual and numerical data
- Formatting data
- Formatting worksheets and workbooks
- Writing formulae to perform calculations
- Replicating formulae and simple functions
- Saving & printing a spreadsheet

How will the course be delivered?

This course will be delivered online, and will involve tutor presentation and class discussion. Preparation and homework outside class times is expected/recommended.

How will my learning be assessed?

You will work on a range of tasks through the day and your tutor will provide you with the necessary feedback to improve your skills

What are the extra costs?

None, although a USB memory stick will be useful for you to save your work

What can I progress to next?

One day Excel Intermediate course

Health and Safety requirements?

No, but safe use of computers is essential. This will be covered as part of the course induction

**Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. Where possible an alternative class will be offered at a different time/location.
 If you require any further information or advice, please contact our customer service advisers on 02085502398 or email enquiries@redbridge-iae.ac.uk**

Where to find us

Centre	Address	Parking
Gearies	Gaysham Avenue, Ilford, IG2 6TD	There is pay and display parking at this centre.
Mildmay Neighbourhood Learning Centre	2-4 Mildmay Road, Ilford, IG1 1DT	There is pay and display parking opposite the centre.
Wanstead House Community Centre	21 The Green, Wanstead, E11 2NT	Parking is very limited at this centre.
Other Centres	Please check with your subject team.	



