

THIS IS AN ONLINE COURSE - It will take place on Saturday, 20th June 2020.

Course No: EZB8735	Start Date: #####	End Date: Saturday, June 20, 2020	Start Time: 9:00	Day Of Week: Sat
Centre: GEARIES		Tutor: Campbell Mark		Total Learning Hours: 4

How will this course benefit me?

Suitable for people who have attended the introduction course or have sufficient knowledge and understanding of the basics of Excel and are looking to expand this.

What are the entry requirements?

Working knowledge of Excel or those who have completed the one day introduction to Excel course. 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?

- Absolute & relative references
- Writing & using complex functions & arguments (logical, statistical, mathematical, conditional & text functions)
- Creating and modifying different types of charts & graphs
- Linking worksheets and workbooks

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?

Learners can progress to other advanced intensive courses delivered through other providers

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.	



