

THIS IS AN ONLINE COURSE - It will take place on Saturday, 27th June 2020.

<b>Course No:</b> EZB8738	<b>Start Date:</b> #####	<b>End Date:</b> Saturday, June 27, 2020	<b>Start Time:</b> 9:00	<b>Day Of Week:</b> Sat
<b>Centre:</b> GEARIES		<b>Tutor:</b> Campbell Mark		<b>Total Learning Hours:</b> 4

### How will this course benefit me?

This one day intensive course is for those who are looking to extend their knowledge and skills in using the more advanced features of MS Excel. It will build on the intermediate course or similar experience and will focus on advanced features of spreadsheets and their application in the workplace.

### What are the entry requirements?

Attendance on intermediate Level spreadsheet course  
or  
Relative work experience or home use of MS Excel  
Good numeracy skills

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?

- Creating a database – type list
- Database functions, summarising data, setting criteria, forms, filters and automatic subtotals
- Why and how to use pivot tables
- Error types, tracking error formulas and how to correct errors

### 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](mailto: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.	



