

Course Code	How will I do this course?	Level	How long will this course take?
100756IC003	You can choose to learn over the Internet or combine using a CD-ROM with the Internet*	One	15 hours



This course can help you work towards a formal assessment for a recognised qualification: OCR New CLAIT

**If you have a slow internet connection, we recommend you use the combined internet and CD-ROM to get the most out of this course. If you have a faster connection, such as Broadband, you may prefer to learn online without the need for the CD-ROM*

Is this the right course for me?

If you want to learn how to use a spreadsheet to store and analyse numerical data quickly and efficiently, this is the course for you!

Description

The course shows you how to create and edit spreadsheets and how to use a workbook to analyse a wide range of numerical data.

Spreadsheets help you store, manage and analyse numbers. Want to keep track of your household budget or plan a holiday? Need to get to the bottom of sales figures at work? Spreadsheets let you get to grips with a whole range of jobs like this quickly and easily!

A simple, jargon-free introduction explains what a spreadsheet is and the sort of tasks it can help you with. You'll be given a step-by-step guide to creating a new spreadsheet, entering text and numbers and saving the data you input. You'll learn how to use formulas to add, subtract, multiply and divide numbers, how to analyse the information in your spreadsheet and how to print off different pieces of information from your spreadsheet.

A series of handy printouts and practice exercises throughout the course will ensure you have understood all the learning.

What will I learn?

On completion of this course you will be able to:

- Open, navigate and close Microsoft Excel
- Create, layout and save a simple spreadsheet
- Enter and format numbers and text in a spreadsheet
- Apply your new skills to complete the final course activity
- Create formulas
- Copy, insert and delete data
- Print a spreadsheet

What skills do I need to go on the course?

You should have some experience of using a computer and ideally have completed the IT For Life course – IT1 Using Your Computer.

Course modules

- Getting started
- Setting Up a Household Budget
- Planning for a Holiday
- Analysing Sales Figures