



Spreadsheet Software Level 1

Description

This course helps the delegate use a range of basic Microsoft Spreadsheet Software tools and techniques to produce appropriate, straightforward or routine documents. It will also further their knowledge and understanding of the package and teach them the digital skills so they can use simple formula such as addition and subtraction, the autosum function, multiplication and division.

You will receive an Academy certificate on completion of this course.

Date: This is a roll-on, roll-off course and learners can enrol at any time.

Tuition Time: 10 hours

Full Course Fee £150

Location: Riverside Innovation Centre, 1 Castle Drive, Chester CH1 1SL

Pre-Requisites

This course is suitable for those who are either self-taught or new to Spreadsheet Software or have attended our Introduction to Word and Excel Course and would like to improve the quality and efficiency of their documents. Users are required to be able to use a keyboard and mouse and comfortable with Windows 10.

Course Objectives

By the end of Level 1 Spreadsheet Software you will be able to:

- Identify Spreadsheet Software
- Produce a Spreadsheet Software document using editing and formatting techniques.
- Demonstrate techniques to integrate different types of data.

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

Riverside Innovation Centre,
1 Castle Drive,
Chester CH1 1SL

www.cdsacademy.co.uk



Spreadsheet Software Level 1 Course Content

Getting started with Microsoft Excel

- Working safely at your computer
- Introduction to Excel
- Navigating the Excel Screen and Ribbon
- Tips and Tricks for Selection and Movement around the screen

Data Input and Selection

- Cell references
- Typing and Formatting for Text, Dates and Numbers
- Selecting Cells, Rows and Columns using the Mouse and Keyboard shortcuts

File Management

- Creating, Saving and Opening Workbooks

Using Formulae

- Addition, Subtraction, Multiplication, Division, B.O.D.M.A.S.
- Using the Sum, Average, Min, Max, Count Functions
- Displaying formulae
- Understanding and Working with the Function Wizard

Working with Dates

- Formatting Dates

Copying and Moving Data/Formulae

- Using Cut, Copy and Paste
- AutoFill
- Drag and Drop

Editing Worksheets

- Adding Rows and Columns
- Sizing Rows and Columns
- Hiding/Unhiding Rows and Columns
- Find and replace
- Spellcheck
- Margins and paper size

Formatting Worksheets

- Working with Fonts, Sizes and Colours
- Adding Borders and Fill Colour to Cells
- Aligning the Content of a Cell
- Applying Number Formatting
- Using the Format Painter
- Merge and Unmerge Cells
- Changing the column width

Printing

- Using Print Preview
- Setting the Print Range
- Sizing Spreadsheets to Fit
- Working with Margins, Headers and Footers and other useful print settings
- Displaying Gridlines, Row and Column headings

Charts and Graphs

- Creating Charts and Graphs alongside data
- Creating Charts and Graphs on a new sheet
- Changing the Chart Types
- Basic Formatting of Charts and Graphs
- Changing Chart scales

Images

- Inserting images



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