

Beginners Excel (Part-Time: Online Delivery)

Beginners Excel

Course Content:

- Creating, opening, and saving a workbook
- Learn to set up spreadsheets from new
- Understanding the Excel screen (Quick Access Toolbar, Ribbon)
- Learn how to enter data
- Learn how to do basic maths functions (addition, subtraction, multiplication, and division)

Entry Requirements

None

Course Modules

Beginners Excel This covers the basic operations of using Excel, and is an introduction to the interface and manipulation of data

Assessment

Observation & portfolio

STUDY MODE

SC

LOCATION

Newtown College - 0330 818 8100

COURSE LENGTH

2D

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chwaraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre



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