

Excel - Beginner (Part-Time, Online)

This one-day course introduces you to the essential features and functions of Microsoft Excel. It is designed to help you become a confident and effective user of spreadsheet software, enabling you to organise data, carry out basic calculations and present information clearly. The course also provides a foundation for progression to Intermediate and Advanced Excel courses.

Day and time: Wednesday, 9.00am to 5.00pm

Start date: Multiple dates available

Duration: One Day

Delivery method: Online

Who is this course for?

- Adults who are new to Microsoft Excel or want to build basic spreadsheet skills
- Learners who want to improve their digital skills for work, study or personal use
- Those planning to progress to Intermediate or Advanced Excel courses

What you will learn

- How to create, save and organise spreadsheets
- How to enter, format and manage text and numerical data
- How to use basic functions, calculations, charts and graphs

On completion, you will be able to use Excel confidently to store, organise and present data accurately for everyday tasks.

Entry Requirements

No formal entry requirements

Career Prospects

This course supports digital skills development for a wide range of job roles where spreadsheet use is required. You can progress to Intermediate Excel and Advanced Excel courses to further develop your skills for employment, administration, finance or data-related roles.

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





Course Modules

- Creating and saving spreadsheets
- Entering and formatting data
- Performing calculations and checking results
- Creating charts and graphs to present data

Assessment

- Practical tasks demonstrating use of spreadsheet software
- Assessment of underpinning knowledge through set activities

Additional Costs

No additional costs

STUDY MODE

SC

LOCATION

Neath College - 0330 818 8100

COURSE LENGTH

1 Day

FEES

25/26 fees: £30

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chweraeon 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

