

2018 / 2019

Course Code	ED802-ST
Tutor	Shem Allanson
Venue	UCM, Homefield Road, Douglas
Cost	£61
Start Day, Date & Time	Tuesday 8 th January 2019 5.30p.m. – 7.30p.m.
Number of Weeks / Sessions	5 Weeks

What is the course about?

This course is aimed at students who have no knowledge of Excel or those who wish to refresh their basic understanding. The course will provide an appreciation of the principles behind spreadsheets and enable students to perform simple tasks using spreadsheets.

By the end of this course you will be able to:

- Confidently navigate Excel worksheets and workbooks
- Enter, amend and align text, numbers, currency, percentages and dates
- Add, delete and adjust rows, columns and worksheets
- Understand page layout, printing and print areas
- Perform simple calculations – additions, subtractions, multiplications, divisions, percentages and VAT
- Use Excel to keep small databases, accounting sheets and lists; and be able to filter, sort and adjust the contents
- Create and amend graphs showing sales and other data
- Appreciate how Excel can best be used in the work place

You will get plenty of 'hands on' practice and can request help from your tutor at any time. The class will be small, friendly and informal. You will receive lots of useful hand-outs and sample files which you can keep.

Previous experience:

Familiarity with the keyboard and mouse is assumed. Some experience with other programs such as Microsoft Word beforehand would be advisable. Ideally you should be using a computer every day.

Equipment you need to bring:

For this course, we ask you to bring an empty 2GB USB stick.

You may bring your own laptop if you wish with any version of Excel on it. The tutor will be able to accommodate your needs. Make sure your laptop is charged and Excel is correctly installed before the class. Perhaps a notepad to make notes and a pen.

Please arrive in good time and bring suitable glasses if you need them. We also request that all mobile phones be switched off during training sessions.

General Information:

The times advertised for courses, especially 1-day and short courses, will normally include break(s) and a lunch period, as appropriate, and by agreement with the tutor at the sessions.

Students attending one-day workshops might like to note that there are hot/cold drinks and snack vending machines (crisps, sweets, chocolate, biscuits etc) in the College Refectory, which will be open during the day, but there are no sandwiches etc available, so students might like to bring a packed lunch with them, which can be consumed in the Refectory.

Some venues may have restricted parking facilities, disc parking etc, so please also be aware of this.

Who should I contact?

For further information, please contact the Programme Area Secretary on 648204.