

COMMUNITY LEARNING

COURSE OUTLINE 2021/2022



Title of Course:	Excel for Beginners
Name of Tutor:	Robert Shufflebotham
Who is the course suitable for? (e.g. Beginners/ Intermediate/ Suitable for all)	
Improvers / Intermediate	
Previous experience required / recommended (if any)	
<p>A basic understanding of the Windows 10 desktop environment. Learners can attend FREE online 'Digital Drop-in' sessions in the two weeks prior to the start of the course if they need to refresh their understanding and use of Windows 10.</p> <p>Familiarity with Zoom (see below). Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have no previous experience of using Zoom.</p> <p>Experience using email software to receive and download attachments, and to send attachments. Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have limited experience of receiving and sending attachments.</p>	
Brief description of the course:	
<p>On this course you will learn how to:</p> <ul style="list-style-type: none"> • Create a project folder to save your work logically, securely and with precision • Create, name and save Excel spreadsheet documents with confidence • Enter text and numeric data with accuracy • Perform a variety of functions on your spreadsheet data, including sum, average, sort and count • Use auto-fill controls • Use spreadsheet data to create graphs and charts with visual impact 	

Will your learners be expected to provide any equipment or software apps/ are there any additional costs?

This course is FREE. There are no additional costs to attend this course.

Learners will need to download the FREE version of Zoom.

Learners need familiarity with **Zoom** – accepting an invite to a meeting; managing the Zoom meeting window; Mute/Unmute; Hide/Show Video; Minimise/Maximise the Zoom meeting window; moving from the Zoom meeting window to other applications such as a browser and back to the Zoom meeting.

Learners need a recent version of **Excel** installed on their computer. (There is no requirement to purchase a subscription to Microsoft Office to attend this course.) If learners do not have Excel installed on their computer they can use **Microsoft OneDrive**: a cloud based service that provides FREE online storage (5Gb) and a FREE, basic version of Excel.

Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have no previous experience of using OneDrive.