

# COURSE DESCRIPTION 2017-2018

<b>Course:</b> Introduction to Spreadsheets	<b>Awarding body:</b> n/a
<b>Tutor:</b> Nicola Gadd	<b>Course length:</b> 4 weeks

<p><b>Course summary/aims:</b> (Might also be used for brochure or poster blurb)</p>	<p>The simple spreadsheet is one of the most powerful data analysis tools that exists and it is available to almost anyone. Major corporations and small businesses alike use spreadsheets models to determine where key measures of their success are now and where they are likely to be in the future. In order to get the most out of a spreadsheet, you have to know how to use it. The course is designed to give you an introduction to basic spreadsheet tools and formulas so that you can begin to harness the power of spreadsheet to map data effectively.</p>
<p><b>Course objectives:</b> (There MUST be 5 for non-accredited Community Learning courses; this is not so essential for qualification-based courses)</p>	<ol style="list-style-type: none"> <li>1. Know how to find your way around Excel, using the Excel Ribbon, creating workbooks and templates, saving, printing and adding worksheets</li> <li>2. Know how to create pie charts, bar charts and column charts to visually display a set of data</li> <li>3. Learn what are formulas and functions and create automatic calculations on numbers within your spreadsheet</li> <li>4. Know how for format Excel Worksheets, format cells for colour and number formats, add themes to worksheets and hide worksheets</li> <li>5. Know how to finalise worksheets by changing margins, setting the print area, setting page orientation, scaling pages, adding headers and footers, printing headers on all pages</li> </ol>
<p><b>Course content:</b></p>	<p>The course covers 5 Microsoft Excel Spreadsheet sessions teaching you all the essential skills needed to be able to use Excel to a reasonable standard within a home or office setting. The course will introduce learners to Excel so no previous knowledge is required. In addition to using the Ribbon throughout the course, the tutor will also run through with learners using short cut keys to perform certain actions. There will be a number of handouts including factsheets and worksheets for all learners so additional practice can be undertaken away from the centre.</p>

Teaching and learning methods:	Mix of tutor input, individual ICT tasks, group tasks and discussions, computer and online practical tasks, consolidation exercises
Course level/entry requirements:	All learners need to be confident using the computer mouse and keyboard, being able to get onto the internet and understand basic file management would be beneficial but not essential
How progress is checked during course:	Completed practical tasks and exercises and informal observation during lessons
Extra study or practice required at home?	A number of handouts and exercises will be given to all learners which can be taken home and used for practice study material
Formal course accreditation? If yes, how is the course assessed?	No formal accreditation – learners will receive a completion certificate of attendance.
Materials you will need to bring to the course:	It is recommended learners bring a notepad and pen
What can I do next?	Spreadsheets for improvers

Information, Advice and Guidance sessions are available on request (it is best to make an appointment).

If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email [info@cliplearning.com](mailto:info@cliplearning.com)

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