

## Course Overview

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This short online course will use MS Teams to help you to develop your knowledge and skills with Spreadsheets using Excel. You will discover how easy it is to create simple spreadsheets, graphs and charts.

## What will I Study?

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You will explore the basics functions of Excel spreadsheets. This might include the following:

- Uses of excel spreadsheets
- How to structure your spreadsheet to meet your needs
- Formatting cells, rows and columns
- Tools and techniques to summarise and display information as graphs and charts

## Assessment Method

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You will receive feedback from your tutor. You will be assessed by your tutor and have the chance to ask questions.

## Entry requirements

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You need to have the use of MS Excel for this course, and be able to access MS Teams via a computer, laptop or tablet to join the class.

## What to bring to first session

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You will need appropriate ICT. You should also have your preferred tools for any notes ready, such as pen/paper or electronic device.

We have computers for you to use in classrooms and in our Student Services Lounge. There are currently no printing facilities at the college.

## Possible Next Steps

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You might consider further Digital Skills courses.

## Contact us

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722

