

## Course details

### Course title

Intermediate Excel and Spreadsheets

### Course code

Q00013769

### Course date

Start: 10/06/24

End: 15/07/24

### Number of classes

6 sessions

### Timetable

Mon 10th Jun, 13:00 to 15:00

Mon 17th Jun, 13:00 to 15:00

Mon 24th Jun, 13:00 to 15:00

Mon 1st Jul, 13:00 to 15:00

Mon 8th Jul, 13:00 to 15:00

Mon 15th Jul, 13:00 to 15:00

### Tutor

Mark Turk

### Fee range

Free to £50.40

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

## **Venue**

Online

## **Level of study**

Intermediate

## **Course overview**

Are you familiar with all the ways you can use spreadsheets to make everyday tasks quicker and simpler? You can use them to organise your budget, keep track of job applications, maintain inventories of collectible items, or anything else. Excel courses demystify the wonderful world of spreadsheets. This digital skills course aims to help you improve your working knowledge of Excel and spreadsheets. This Improver's digital skills course aims to teach you computer skills for everyday life. It can also help you progress to job roles that require digital work skills.

## **Course description**

In this intermediate course, you will learn digital skills to get even more out of Excel. Gain confidence to create more complex charts and apply advanced formulae. This will help you pull advanced insights from your data. Become familiar with ways to link data in workbooks and other Microsoft apps.

Learners who complete this course can go on to study an advanced Excel course.

If you need to learn digital work skills, you can also study for an accredited qualification, for example, Essential Digital Skills.

If you're not sure which course is right for you, your tutor can help you decide which options fit your preferences.

You'll need access to the internet to take this course as your tutor will upload useful materials to Canvas, the WEA's digital learning platform. You'll also need a digital device such as a laptop, tablet, or phone.

Your learning is our priority. The WEA is an adult education provider and we pride ourselves on our ability to create a friendly classroom atmosphere, in person and online!

Your tutor will support you through your learning journey, every step of the way.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/10-june-intermediate-excel-and-spreadsheets>