

## Course details

**Course title**

Multiply Essex: Beginners Excel and Spreadsheets

**Course code**

Q00015428

**Course date**

Start: 18/07/24

End: 18/07/24

**Number of classes**

1 sessions

**Timetable**

Thu 18th Jul, 10:00 to 13:00

**Tutor**

Chris George

**Fee:**

Free

**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**

Beginners

## **Course overview**

Did you know you can use spreadsheets to make hundreds of everyday tasks easier? You can use them to efficiently keep track of job applications, birthday lists, inventories of collectible items, or anything else. Never opened a spreadsheet in your life? Don't worry. This is an Excel course for beginners, and we'll cover all the basics. This beginners Excel course aims to teach you computer skills for everyday life, including simple budgeting techniques to manage your money better. This course is funded through Multiply, you are eligible for full funding if you are aged 19+ and have an Essex home postcode.

## **Course description**

Excel course for beginners will ease you into the wonderful world of spreadsheets. Learn digital skills to use basic formulae and auto-functions in spreadsheets. This will help you do calculations automatically instead of wasting time adding things up manually. Create charts and apply filters to find the information you need. This is useful for creating budgets or knowing how much money you spend on certain items.

When you complete this course, you can go on to study higher-level Excel courses. The next step in this series is the Excel and Spreadsheet Improver course.

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.

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## **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.

## 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/18-july-multiply-essex-beginners-excel-and-spreadsheets>*