

## Course details

### Course title

Beginners Microsoft Excel & Spreadsheets (Multiply West Sussex)

### Course code

Q00016001

### Course date

Start: 26/06/24

End: 10/07/24

### Number of classes

3 sessions

### Timetable

Wed 26th Jun, 18:30 to 20:30

Wed 3rd Jul, 18:30 to 20:30

Wed 10th Jul, 18:30 to 20:30

### Tutor

Gillian Fitcher

### 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**

\*Please note - this course is ONLY for learners from a West Sussex postcode as part of a local contract. Please do not apply if you do not live in West Sussex, please check our site for alternative courses. Thanks for your understanding\* 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+ live in West Sussex.

## **Course description**

This course on "Microsoft Excel & Spreadsheets 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, amongst many other useful applications.

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.

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