



Course details

Course title

Intermediate Excel Spreadsheet skills

Course code

Q00021557

Course date

Start: 16/06/25

End: 14/07/25

Number of classes

5 sessions

Timetable

Mon 16th Jun, 13:00 to 15:00

Mon 23rd Jun, 13:00 to 15:00

Mon 30th Jun, 13:00 to 15:00

Mon 7th Jul, 13:00 to 15:00

Mon 14th Jul, 13:00 to 15:00

Tutor

Mark Turk

Fee range

Free to £37.00

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

1

Course overview

This Intermediate Microsoft 365 Excel course is aimed at Beginners with some basic knowledge of Spreadsheets who want to improve and learn further skills. You will learn how to enhance your spreadsheet with formatting, images, and shapes. Sort and filter data. Customise a template. Create a chart that you can use in the workplace to present to colleagues or use for personal finances, budgets or creating a list of items and values.

Course description

You will learn how to use Microsoft Excel 365 to enhance your spreadsheets by formatting data in cells, insert an image. Sorting and filtering data. Customise templates. Copying and pasting data between worksheets. Use a range of Excel functions and formulas. Linking data in a formula. Create and customise charts.

After completing this course, you can study for other Microsoft Office courses to enhance your knowledge or go further onto an Advanced Microsoft Word skills course next term.

Your friendly, knowledgeable tutor will guide and support you through your learning journey.

You will need access to the internet to complete this course. Learning materials including handouts and exercises will be available on canvas, the WEA's Digital Learning platform. You will need a digital device e.g. tablet, phone or laptop to access the course.

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.

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