



Exploring MS Excel 2010

What is this course about?

This course is aimed at people who have good basic computer skills and have a little experience/ understanding of Microsoft Office 2010.

Topics include:

- Creating spreadsheets from scratch – formatting, formulas and functions
- Layouts and printing
- Creating charts
- Sorting and filtering data
- Conditional formatting
- Organising worksheets – hiding/unhiding rows & columns, cell protection, freezing columns/rows, moving/copying/renaming sheets
- Linking worksheets and workbooks in formulas
- Spreadsheet modelling and What-if Analysis
- Data validation
- Pivot tables and pivot charts

How will I learn?

Tutor led sessions with hands on practice. You will be provided with help sheets and step-by-step guides as appropriate

What materials will I need?

You may find it useful to bring a pen and paper to make notes.

See page 2 for more information

Course costs

For further information regarding fees, concessions and refunds, please see our website:

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice.

Payment methods

We can accept payments by cash, cheque or credit/debit card.

In order to claim any fee concessions, please bring in proof of eligibility.

Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk

02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk

01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk

In line with Government and Warwickshire County Council Policy, Adult and Community Learning have a responsibility to raise awareness regarding safeguarding, the Prevent Strategy and Fundamental British Values. This information will be provided at your first session.



www.warwickshire.gov.uk/adultlearning



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