

Excel
courses may be
FREE through
Tailored
Learning
funding



Lancaster &
Morecambe
College

Computing Short Courses

Excel: Beginners

1 day course

£11*

5 August • 27 August • 12 November • 2 December • All 9:30am - 4pm

Microsoft Excel is a very powerful spreadsheet software program designed to save you time and make easy work of calculating, displaying and sharing data. This workshop is suitable for those who are new to spreadsheets and would benefit from learning the basics of what Excel has to offer to develop the skills to create professional spreadsheets using basic functions, formulas and charts.

Excel: Intermediate

1 day course

£11*

19 August • 22 October • 25 November • 10 December • All 9:30am - 4pm

This workshop is suitable for those who have a firm understanding of Microsoft Excel or may have completed the beginners course. On this course you'll build on the skills you already use each day, with an emphasis on automating your use of spreadsheets. The course will give you knowledge of the commands and functions which will make you more proficient in spreadsheet development.

The course includes the following units:

Creating a spreadsheet • Opening and importing • Formulas • Editing cells • Printing • Formatting cells
Formatting worksheets • Creating charts • Formatting charts • Cell referencing • Functions • Names
Linking • Filtering and sorting

Excel: Advanced

1 day course

£11*

6 November • All 9:30am - 4pm

This workshop will introduce you to some of Microsoft Excel's more powerful features and functions. On this you will take a look at Macros and the automation of Excel activities. You will also learn the uses of VLOOKUP linked to Front End Switchboards using Data Validation and drop down boxes.

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* Funded subject to eligibility criteria

