Excel courses may be **FREE** through Tailored Learning funding

EMPLOYER HUB @LMC

Lancaster & Morecambe College
Celebrating 200 Years of Learning

Excel Courses

Excel: Beginners

New dates coming soon

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

5 November • 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

10 December • 9.30am-4pm

This workshop will introduce you to some of Microsoft Excel's more powerful features and functions. On this course 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.

Full funding criteria

1. Earnings under £25,750 gross - wage slip etc
2. In receipt of Benefit – proof of benefit
3. Not working and looking for work – a declaration form to be completed

Delegates earning over £25,750 will have to pay a fee of £11 to attend the training

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