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| **Introduction to Spreadsheets for Beginners**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who want to learn the basics of Microsoft Office Excel and has a basic understanding of using a computer, keyboard and mouse. |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.  **Week 1**  Initial and diagnostic assessment and setting of personal targets  Introduce Microsoft Excel  Layout, cells, rows and columns  Name parts of a spreadsheet  **Week 2**  Spreadsheets the basics  Inserting text and numeric data  Using the Header and Footer areas  Orientation  Using AUTOSUM (∑) to produce a formula  Saving  **Week 3**  Editing a spreadsheet  Replicating a formula  Inserting a new row/column  Deleting a row or column  Text Alignment  Text Formatting  Number Formatting  Adding Borders to Cells in a Spreadsheet  **Week 4**  Working with sheets  Rename  Add  Copy  Move sheets in a work book  **Week 5**  Charts and Graphs  Insert Pie, column, line chart  Add titles  Add axis titles  Add data labels  Move charts to new sheets |
| You will have the opportunity to discuss and set your own learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience |
| Knowledge and skills needed: | Basic computer skills will be required: logging on, using a keyboard and mouse, basic typing skills.  On this course you will need to:   * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file * use a PC/laptop or tablet for research and practise your new skills |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable). Your tutor will provide most of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised.  It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of practical activities. There will be plenty of revision and consolidation and learning will build on previous learning.  Your progress will be monitored by informal assessment tasks and you will receive verbal and written feedback from the tutor to help you make good progress, creating a portfolio of evidence and informal knowledge assessments. |
| Progression routes: | On completion of this course, you can progress to another non-accredited course to further develop your Digital Skills. We offer a wide range of non-accredited courses such as: Next Steps Spreadsheets, Intro to Powerpoint; Microsoft Office or Windows 10.  We also offer Digital Skills qualification at Entry level 3 and Level 1. Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice and guidance to support you making informed choices for progression into further education, volunteering or employment. |