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| **Spreadsheets Next Steps**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Anyone who has completed Spreadsheets for Beginners and would like to continue studying Microsoft Excel. You can also enrol on this course if you have used Excel previously and know some of the basics. See Knowledge and Skills needed section below. |
| What will I learn: | **Week 1**   * Induction * Use formulas to calculate * Use plus + * Minus – * Multiply \* * Divide / to calculate cells   **Week 2**   * Import and searching and sorting data * Use a database file and import it into a spreadsheet * Searching and Sorting * Freezing Panes * Use the search and sort facility to find information in a spreadsheet   **Week 3**   * Formula and Functions * Use functions to calculate: * Sum, Average, Min, Max Count and CountA   **Week 4**   * Importing a text file Absolute Cell references * Calculate using $ sign to fix a cell when replicating formulas   **Week 5**   * If Statements * Understand IF statements return a true or false values * Enter an IF statement formula to return a true or false value * Recap, revision, catch up and practice exercises |
| Knowledge and skills needed: | This is a post beginners course therefore it is expected that you can log on, use a keyboard and mouse and have basic typing skills.  You need to have completed Spreadsheets for Beginners or be able to:   * Open, save and close a spreadsheet * Insert text and numeric data on a spreadsheet * Enter simple formula to add, minus, multiply and divide * Use AUTOSUM (∑) to produce a formula     On this course you will need to have good literacy skills 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 to practise your new skills |
| Materials needed: | You will need to bring with you a copy of your NI number and proof of benefits if needed. 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 interactive activities to practise. There will be plenty of revision and practice to build on previous learning.  Your progress will be monitored by informal assessment tasks, you will receive verbal and written feedback from your tutor to help you make good progress.  You will put together a portfolio of evidence of work you have completed. |
| 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: Intro to Powerpoint or Developing Applications in Excel.    We also offer Digital Skills qualifications at E3 or L1.    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. |