

ADULT NIGHT CLASSES



Fact Sheet

Spreadsheets MS Excel

This course aims to help develop your skills in the use of spreadsheets. It will allow you to investigate the use of these applications in business or at home, and to decide which is most appropriate to a given task.

During the course you will have sole access to a computer with a shared printer. Classes will be practical in nature and you may progress at your own pace.

This course will give you the basic knowledge and skills to use a spreadsheet application effectively. You will be introduced to the correct use of spreadsheet and computer terminology and a variety of uses of spreadsheets.

You will have access to manuals and on line help to solve operational problems.

You will design and create simple spreadsheets for a specific purpose as well as enter and edit text, values and formulae.

You will learn to modify a spreadsheet by adding, deleting and editing cell contents.

You will also:

Develop the skills to allow you to use a spreadsheet application to complete business tasks and to produce usable reports

Learn about spreadsheet functions and examples of their use

Construct formulae using complex functions and validate the results given

Design a spreadsheet solution for specific situations. Each spreadsheet should be formatted appropriately and contain accurately entered data

Print selected data as a report

Use the charting facility to produce usable charts

Use data linked between at least two spreadsheets and also develop macros to perform specific operations with your spreadsheet

Assessment

This is not a certificate course and there is no formal assessment for this course. Due to the flexible nature of Adult Education classes, parts of the curriculum may be adapted to suit the needs of the class.

A Certificate of Participation may be issued on request.

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Further questions or course advice:

08 8920 1200 or email us at

csc.nightclasses@ntschoools.net

Note: All classes need a minimum number of students to go ahead. If your class does not have enough students it will be cancelled and you will be informed.

Term 1 – 2009 commences
week beginning February 9th

Term 2 – 2009 commences
week beginning April 27th

Term 3 – 2009 commences
week beginning August 4th

Term 4 – 2009 commences
week beginning October 12th