

## Introduction to Spreadsheets

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 3rd June 2026
Duration	Part-time, 0 Weeks
Time	13:00:00 - 16:00:00
Fee	£ 13.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYXZ-1225

## Course Overview

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This hands-on session covers the basics of Microsoft Excel, the most used spreadsheets application. It is also a great 'refresher' for people who have used spreadsheets before, but whose skills are rusty or out of date.

By the end of this session, you will understand how to create and edit a simple spreadsheet, using basic formulas and functions to perform calculations.

The course is designed for people who already have some IT skills and can use a mouse and keyboard. This course is not suitable for complete beginners.

## Course Requirements

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The course is designed for people who already have some IT skills, are familiar with other Microsoft applications (e.g. Word, Excel) and can use a mouse and keyboard. This course is not suitable for complete beginners.

## What You Will Learn

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The course introduces Microsoft Excel, including the following:

- Understanding the spreadsheets window - what's what?
- Basic spreadsheet terminology
- Creating and editing basic spreadsheets
- Inputting data, adding rows and columns
- Use formatting skills to make your spreadsheet more readable
- Understanding how formulas and functions work
- Using formulas and functions to perform simple calculations
- Printing your spreadsheet correctly

## Assessment

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This is a non-accredited session so there is no exam. Students will be assessed informally during the course and will be given feedback on how to improve.

## Progression

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Students can progress onto a digital skills course at the college.

## Career Options

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The skills learnt on this course are relevant for most jobs.

## Mandatory Units

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There are no mandatory units

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.