

## Mastering Microsoft Excel: Looking at Basics Functions

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Saturday 30th November 2024
Duration	Part-time, 0 Weeks
Time	-
Fee	£ 7.00 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-1082

### Course Overview

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The course "Mastering Microsoft Excel: Exploring Basic Functions" is designed to provide participants with a solid foundation in using Microsoft Excel, a fundamental tool for data management and analysis.

Participants will engage in hands-on practice throughout the session. This includes:

- Completing exercises related to each function introduced.
- Creating formulas and experimenting with cell referencing.
- Formatting cells and creating charts to represent data.
- Actively participating in discussions and Q&A segments to reinforce understanding."

### Course Requirements

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Some basic knowledge of Microsoft Excel is required, you must have a keen interest in the subject and basic literacy skills. Those applying should have completed a beginners IT course.

### What You Will Learn

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This 3-hour session will focus on essential functions and capabilities within Excel to equip learners with the skills needed to efficiently handle data, create formulas, and carry out basic data analysis.

## Assessment

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There is no formal assessment on this course. You will receive feedback, support, and guidance from your tutor. Your learning will be supported through practical activities, discussions, paired/individual and group tasks and worksheets.

## Progression

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Upon successful completion students can progress to: Other workshops -  
Powering Up with Microsoft PowerPoint: Creative Presentations and Beyond  
Excel Essentials: Boosting Productivity with Microsoft Functions

## Career Options

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Completing a beginners' digital skills course can open up several career options, as digital literacy and proficiency are increasingly essential in various industries. Here are some career paths you can consider after completing such a course:

**Data Entry Specialist:** Many organisations require individuals to input data accurately into databases or spreadsheets. Your digital skills will be valuable for such tasks.

**Administrative Assistant:** Digital skills are often necessary for tasks like managing emails, scheduling, and using office software. This role is essential in various industries.

**Customer Support Representative:** In customer support, you may use digital tools to communicate with customers through email, chat, or social media to address their inquiries or issues.

**E-commerce Specialist:** With e-commerce on the rise, you could help manage online stores, upload products, and provide customer support in an e-commerce environment.

**Content Creator/Writer:** If you have strong writing skills, you could create content for websites, blogs, or social media, utilising digital platforms to publish and promote your work.

**Office Manager:** As an office manager, you'll be responsible for organising and overseeing the day-to-day operations of an office, which includes using digital tools for scheduling, communication, and document management.

**Personal Assistant:** Your digital skills can be used to manage appointments, emails, and tasks for individuals who require personal assistance.

Remember that as you gain more experience and potentially pursue further education or training, you can advance in your chosen field. The key is to continue building on your digital skills and adapt to the evolving digital landscape, which will make you even more competitive in the job market.

## **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.