

## Mastering Microsoft Excel

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Saturday 23rd November 2024
Duration	Full-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-1085

## Course Overview

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Excel Essentials: Boosting Productivity with Microsoft Functions" is a fundamental IT course designed to enhance users' proficiency in Microsoft Excel and equip them with essential skills to optimise productivity through the effective use of functions and features. The course spans a 3-hour session and comprises a structured lesson plan aimed at covering critical aspects of Excel functions.

Course content will include:

Overview of Microsoft Excel interface, ribbons, and basic navigation.

Explanation of workbook, worksheets, cells, and columns.

Introduction to essential functions: SUM, AVERAGE, MAX, MIN, COUNT, COUNTA.

Explanation of how to input functions, select ranges, and interpret results.

Practical exercises to calculate totals, averages, and other basic statistical measures using provided data sets.

Formatting cells, including number formats, fonts, borders, and alignment.

Introduction to basic chart creation: creating a bar chart or line graph to represent data visually.

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## 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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Students will learn essential skills to optimise productivity through the effective use of the functions and features within Microsoft Excel.

## 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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Other workshops -

Word Wonders: Unleashing the Power of Microsoft Word

Mastering Microsoft Excel: Looking at Basics Functions

Powering Up with Microsoft PowerPoint: Creative Presentations and Beyond

## Career Options

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Completing a short course in mastering Microsoft Excel can open up various career options, as Excel proficiency is highly valued in many industries and professions. Here are some potential career paths and job options you can explore:

**Data Analyst:** Excel skills are fundamental for data analysis. You can work as a data analyst, where you use Excel to analyse and interpret data to make informed business decisions.

**Financial Analyst:** Excel is widely used in the finance industry for tasks like financial modeling, budgeting, and forecasting. A short course in Excel can be a great starting point for a career as a financial analyst.

**Accountant:** Accountants use Excel for various tasks, such as preparing financial statements, tracking expenses, and managing financial data.

**Administrative Assistant:** Excel is frequently used for tasks like organizing schedules, managing contact lists, and creating reports in administrative roles.

**Human Resources (HR) Specialist:** HR professionals use Excel for various tasks, including managing employee records, payroll, and generating reports on workforce data.

**Entrepreneur:** If you have a business idea, your Excel skills can help you with financial planning, budgeting, and data analysis for your own venture.

Remember that while mastering Excel is valuable, combining it with other skills and knowledge relevant to your chosen career path can make you even more competitive. Additionally, continuous learning and staying updated with the latest features and functions in Excel is essential to maintain your proficiency and advance in your chosen field.

## 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.