

To take part on this course you must be aged 19+ and Hertfordshire residents.

Course title: Excel for Work

Tutor: Anita

Course Fee: £10.00

Start date: 21/09/2021

End date: 30/11/2021

Day: Tuesday

Time: 12.30 – 14.30

Learners per Group:

This course will have no more than 15 learners.

How will I learn?

This course is taught online. To access these online activities, you will need a tablet or laptop/computer with a microphone and preferably a webcam.

- ✓ You will be sent the details about how to log into your Zoom classroom by email a day before your course is due to start.
- ✓ Course paperwork will be emailed as an attachment and you will be expected to complete and return these via email on a weekly basis.

If you are unable to attend the first 2 sessions, please note your classroom place **WILL** be offered to someone else and other methods of learning will be available to you. If you must arrive late to or leave early from the lesson, please let your teacher know.

This course will teach you to:

- Use more advanced functions in Excel
- Formatting in Excel, Create more complex formulas
- Insert a range of charts and graphs

Progression Opportunities:

- Functional Skills in ICT
- Employability Courses
- Voluntary Work

How do I find out if I can get some support for my learning?

If you feel that you need any additional help and support in your learning, please discuss with your tutor.

Please be aware course fees are non-refundable.

For further information, please contact us on:- 01923 816229

