



## INTRODUCTION TO EXCEL

Length of course: 3 hours

**Software: MS Excel 2003**

### Is this the right course for me?

This short course is designed both for users who are new to Excel or have very little experience using the functionality of Excel. It assumes that you have at least some familiarity with operating Microsoft office applications, for example opening and closing documents and using toolbars.

### Pre-Course Requirements

There are no formal requirements for learners who want to attend this course.

### What will I learn about?

- Work within and navigate your way around spreadsheets
- Enter, format and sort data within cells
- Print worksheets

### How will I learn?

Through a combination of demonstrations and hands-on practice. You will also receive handouts to take away and study at home in your own time.

### Will I gain a qualification?

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

### What can I do next?

Moving on with Excel – please ask the skillscentre:mk team for more details.

Other course information can be found on [www.nextstep.org.uk](http://www.nextstep.org.uk) or with a NEXT STEP advisor.

### What do I need to bring to classes?

Note pad and pen.

### Can I talk to someone about my course before I start?

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.

### If you need to contact us:

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