

# Spreadsheet Software

Course Code J/502/4626

## Course Cost

£ Nil

This course is fully funded (subject to eligibility)

## Course Aims

This aim of this course is about the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs in a variety of settings.

## Course Duration

Over 3 days (classroom sessions) with a 2hr assignment on the last day.

## Course Target Group

There will be a requirement to complete work outside of the classroom in order to prepare and research (in own work environment) for the end assignment. Ideally the candidate will have some knowledge of using spreadsheet software at an intermediate level.

Spreadsheet software tools and techniques will be defined as 'advanced' because the:

- range of data entry, manipulation and outputting techniques will be complex and non-routine;
- tools, formulas and functions needed to analyse and interpret the required information require complex and non-routine knowledge and understanding (for example, data restrictions, data validation using formula, pivot tables, data maps);
- user will take full responsibility for setting up and developing the functionality of the spreadsheet

## Location

This course can be delivered from the Gen2 Energus, Carlisle or Furness Skills Centres

## Accreditation Body



## Course Objectives

At the end of this course the learner should be able to:

- Select and use a wide range of advanced spreadsheet software tools and techniques to produce, present and check complex and non-routine spreadsheets
- Use a spreadsheet to enter, edit and organise numerical and other data
- Select and use appropriate formulas and data analysis tools and techniques to meet requirements
- Use tools and techniques to present, and format and publish spreadsheet information

## Qualification Gained

City and Guilds Level 3 Spreadsheet Software

For further information or for course dates please call our Sales Consultants on:

**Workington** 01900 701300 / 07739 199 531

**Carlisle** 01228 599890 / 07590 439 929

**Furness** 01229 483760 / 07540 686 554

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# Gen2



This course is delivered by Gen2 as part of The Edge Project which is funded by the European Social Fund, co-financed by the Skills Funding Agency and commissioned by Cumbria LEP. Carlisle College are the accountable body for the funding which is delivered by a partnership of providers

