



# Learn Microsoft Excel Free Remote Learning

Learn Excel interactively online in small groups. Topics in this 4 session course include:

- ◆ Overview of Excel cells, rows and columns
- ◆ Creating formulas to do the number-crunching
- ◆ Sorting, filtering and grouping records
- ◆ Formatting for better layouts, reporting and printing
- ◆ Summarising data
- ◆ Telling a story with Bar Charts & Pie Charts

- ⇒ **4 sessions (1 to 1½ hours each) to be arranged**
- ⇒ **Interactive sessions allowing you to practice new skills live**
- ⇒ **Discuss topics online live with your tutor and with other learners**
- ⇒ **Downloadable guides and tutorials**



To book a place and arrange the sessions, call on 0776 738 0722 or email [adulteducation@wokingham.gov.uk](mailto:adulteducation@wokingham.gov.uk)



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# Important information about this course

## Entry requirements for the course

**Eligibility** - To access this course you will need to be over 19 or older as of 31st August 2019, be a citizen of the EEA and have been resident in the EEA at least 3 years (NB a number of exemptions also apply, if you are not an EEA citizen please contact us to check your eligibility).

**Previous Experience** - Some basic knowledge of using a computer would be expected. For example, using a keyboard and mouse. Also saving files and opening programmes. It will help if you have previously used Microsoft Excel even at a very basic level, but please ring us to discuss if you are not sure if this course is suitable for you.

**Equipment** - You will need a good Internet connection and your own PC or laptop to join in this remote learning course, though you don't need your own copy of Excel. Smartphones, i-Pads and tablet computers are not suitable for this course as they don't give you enough interactive control.

## If you have additional learning needs

You can discuss this with your tutor ideally before the course on the first day so that they can work with you to identify what additional support you need. You can also identify your needs on your application form in advance.

## How to apply

Places must be booked in advance. Please contact the Adult Education team on 0118 974 3797, via email to [adulthoodeducation@wokingham.gov.uk](mailto:adulthoodeducation@wokingham.gov.uk) or you can book online at [tinyurl.com/wbc-ad-apply](http://tinyurl.com/wbc-ad-apply)

## What can I expect to get out of the course

- Learn & practice spreadsheet skills in Microsoft Excel 2016
- Get support for your personal Excel needs
- Know how to create everyday formulas
- Learn techniques for summarising and sorting data for easier understanding
- Practice turning your spreadsheets into useable management reports
- Become more confident about using the right charts to get across your message

## What can I do after the course has finished?

- Develop and learn more MS Excel Skills at UK Online sessions
- Enrol on an Employability Course
- Enrol on an Accredited English or Maths course
- Confidently add MS Excel skills to your CV
- Apply for work or volunteer opportunities