



Advanced Spreadsheets

Duration : 45 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : <u>8 Students</u>	For the latest <u>start dates</u> and <u>course fees</u> visit www.edenhousecomputing.co.uk

The primary objective of the course is to accredit advanced skills in using spreadsheets at an advanced level, mainly developed for Users with previous knowledge in spreadsheet applications looking to gain expert level knowledge in spreadsheet applications.

The advanced spreadsheets focuses Data Editing, Worksheet Protection and Security, Data Sorting, Query/Filter, Linking, templates and Charts and Graphs, Logical, Mathematical, Statistical, Financial, Text, Look-up and Database Functions, Pivot Tables, Scenarios and Auditing, Macros and much more...

Advanced Spreadsheets will be followed as a tutor supported interactive session under the supervision of qualified teacher(s) certified by the BCS with set lessons following the Advanced ECDL (European Computer Driving Licence) syllabus for the Advanced ECDL course. It is an Internationally-recognized qualification demonstrating that you have the advanced skills needed to use the most common computer applications efficiently and productively at an advanced level. Class format is a traditional "Structured Class" based on interactive sessions.

- Great for your CV
- Ideal for Office Staff, Students and end users
- Maximum Class Size: 8 Students
- Course Duration: 45 Hours (Flexi-Time/Full time)
- Study Method: [Tutor Supported Interactive Session](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 45 hours, Or 15 hours per week over 3 weeks as full time.
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Advanced Spreadsheets – £355

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Advanced Spreadsheets

Microsoft Excel 2003 / 2007

The primary objective of the course is to accredit advanced skills in configuring worksheets.

Developed For

Users with previous knowledge of spreadsheets, looking to gain expert level knowledge in Excel 2003

Prerequisites

A basic knowledge of using a personal computer in the Microsoft Windows environment is an essential prerequisite for this course.

Experience in working with word is also required. In particular, you should be able to:

- Open and Close the application
- Create new Spreadsheet and save in different formats
- Adjust Settings
- Insert and Edit Data in cells
- Handling Worksheets
- Formulas and Functions
- Formatting
- Charts and Graphs
- Prepare Outputs

Programme Focus

1. Cells, Worksheets
2. Using Functions and Formulas
3. Creating Charts, Formatting Charts
4. Using Tables, Sorting and Filtering, Scenarios
5. Validating, Auditing
6. Naming Cells, Paste Special, Templates, Linking, Embedding and Importing, Automation
7. Tracking and Reviewing, Security

Certification

ECDL® Advanced Spreadsheets