



Damelin

Programme Name:	MS Excel (Level 1) - 4 Credits – US116937. MS Excel (Level 2) – 9 credits – US116940 & 116943.
Part-Time OR Full-time	MS-Excel (Level 1) - 1 day. MS-Excel (Level 2) - 1 – 2 days.

MS Excel (Introduction)

Description.

MS Excel (Introduction) course is an introduction to creating, editing and problem solving using Spreadsheets.

This course will enhance a learner's efficiency and skills in any work environment as it will enable the worker to use Spreadsheets for a variety of applications including presentations.

Use a spreadsheet application to create a spreadsheet. **(4 credits – US116937).**

- Demonstrate an understanding of the principles of spreadsheets
- Create, open and save spreadsheets.
- Produce a spreadsheet from a given specification.
- Edit a spreadsheet.
- Format a spreadsheet.
- Check spelling in a spreadsheet.
- Print a spreadsheet.

Assessment

The learner will be required to complete an assessment.

MS Excel (Intermediate)

Description

MS Excel (Intermediate) will teach you how to enhance the functionality of a spreadsheet as well as apply graphs or charts to a spreadsheet.

This programme will enhance a learner's efficiency and skills in any work environment as it will enable the worker

to use a Spreadsheet to prepare presentations with specific requirements such as graphs and charts.

Use a spreadsheet application to solve a given problem. **(6 Credits - US 116940).**

- Prepare and produce a spreadsheet to a solution to a given problem.
- Adjust settings to customize the view and preference of the spreadsheet application.
- Work with multiple worksheets.
- Apply formulae to worksheets to provide alternative solutions to a problem.
- Apply simple built-in functions.
- Apply formatting to a spreadsheet.
- Use special effects to improve the presentation of the spreadsheet.
- Print a spreadsheet.

Use a spreadsheet application to enhance the functionality and apply graph / charts **(3 Credit - US 116943).**

- Create and edit a graph / chart.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects in a spreadsheet.

Assessment

The learner will be required to complete an assessment.



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