

# SPREADSHEETS ON YOUR COMPUTER

<b>Level:</b>	<b>Beginners</b>
<b>Tutor:</b>	<b>Sue Nicholson</b>
<b>Start Date:</b>	<b>As per schedule</b>
<b>Length of Course:</b>	<b>4 weeks</b>
<b>Venue:</b>	<b>Hereford Academy Community Learning Centre</b>

## **Course Content:**

This short course is designed to introduce you to the basic skills needed to produce a simple spreadsheet Using the Windows operating system and Microsoft Excel 2003, this course explains how to

- Launch the program
- Enter data
- Use simple formulae and functions to perform calculations
- Produce simple graphs and charts
- Save a spreadsheet
- Print a spreadsheet

## **Entry Requirements:**

It would be an advantage if you are able to use a mouse but not essential.

## **Attendance:**

4 weeks

## **Materials:**

- A notepad and pen

## **How do I apply?**

Please contact 0800 0321986 for an application form or visit [www.hct.ac.uk](http://www.hct.ac.uk).

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