

Digital Skills - Microsoft Excel 1 (Spre

Learn how to use Excel's powerful spreadsheets and use them to manage budgets and keep track of your personal finances. Discover how to create, amend and design spreadsheets and charts that look amazing to present your data. Increase your computer knowledge and enhance your work-based skills.

This course is intended for those who have some basic knowledge of Microsoft Word and can use a mouse and keyboard. Learn to create your spreadsheets in a relaxed and enjoyable, hands-on way. The computer will do the math calculations for you. This course is designed to broaden your computing experience, increase your work-based skills and raise confidence.

Start Date: 01 December 2025
Start Time: 09:45
Lessons: 4
Weeks: 2
Hours: 9.00

Venue

Medway Learning and Skills Hub
Unit 2
Britton Farm Street
ME7 1GX

What will I learn on this course?

Learners will learn how to:

1. Navigate around Microsoft Excel, and use the functions on the Ribbon – creating a new document, opening an existing document, editing and saving a document.
2. Use file management techniques to create, organise, copy and paste your files into folders.
3. Format text and change font, size and style.
4. Use Excel formulas and functions for calculations.
5. Create a variety of charts and graphs to present your data.

Is this course suitable for me?

This entry-level course is suitable for those with prior knowledge of computers, using the internet and who want a basic introduction to Excel spreadsheets. It is suitable if you have little or no experience of the program.

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions.

You may wish to bring your own fully-charged tablet or laptop after the first week, so you can practise on your own device. Note that most of the locations that we use do have wi-fi available but the quality cannot be guaranteed.

Is there anything I need to know about the course?

Improve your computing skills in an enjoyable, hands-on way within a relaxed and supportive environment. This course is designed to raise confidence and provide a foundation for further study.

Please bring a pen and notebook to make personal study notes. An A4 ring binder to keep handouts in will also be useful. Extra practice always helps - an hour or two each week will be beneficial. You can practise on the computers in the library at no cost.

What could I go on to do after this course?

If you complete this course successfully, you could enrol onto another free course, e.g. Microsoft PowerPoint (presentations), Microsoft Outlook (emails) or our free qualification course, e.g. Entry level 3 Award in Essential Digital Skills for Work and Life or Level 1 Award in Essential Digital Skills for Work and Life qualification course. You could also enrol onto the Entry 3 Customer Service or Level 1 Business Administration course.

Specialist advice is available from your tutor to help you identify the best course for you.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>.

If you need further advice please telephone 01634 338400.

Attendance Policy

In order to get the most out of your course, you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time, please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and they can send you any work you may have missed.

How are digital skills used and enhanced on this course

You will develop your ability to use a spreadsheet programme (Microsoft Excel), and develop your keyboard and mouse skills.

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

Will there be additional costs?

No