

Start Date: 05 November 2025  
Start Time: 18:15  
Lessons: 4  
Weeks: 4  
Hours: 10.00

## **Venue**

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

## **What will I learn on this course?**

This course is intended for those who have some basic knowledge of Microsoft Excel 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, but it would help if you're not number-phobic. It is designed to broaden your computing experience, increase your work-based skills and raise confidence.

Learners will:

1. Create a new spreadsheet, enter text and figures and apply enhancements
2. Use in-built formulas to add up figures, work out averages and more
3. Apply basic maths calculations such as subtractions or VAT
4. Select data using simple filters
5. Change the look of numbers and dates by formatting the spreadsheet
6. Produce pie charts and graphs
7. Save and print spreadsheets

## **Is there anything I need to know about the course?**

Please bring a pen to make personal study notes. An A4 ring binder to keep hand outs in will also be useful.

Extra practice always helps; an hour or two each week will be beneficial. You do not need to have a computer at home, however, as you can use public access computers at all libraries for free.

## **What could I go on to do after this course?**

You may like to progress to one of our Skills for Work courses, then look to our Word Processing, PowerPoint, Desktop Publishing and Microsoft Office courses. 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 so they can send you any work you may have missed

## **How are digital skills used and enhanced on this course**

You need to use the computer and internet for your course . The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

### **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.