



GRŴP COLLEGAU **NPTC** GROUP OF COLLEGES
Datblygu Busnes
Business Development

Inspiring Learning,
Enriching Lives, Delivering Success

Beginners Excel (Part-Time)

Beginners Excel

Course Content:

- Creating, opening, and saving a workbook
- Learn to set up spreadsheets from new
- Understanding the Excel screen (Quick Access Toolbar, Ribbon)
- Learn how to enter data
- Learn how to do basic maths functions (addition, subtraction, multiplication, and division)

Entry Requirements

None

Career Prospects

Beginners Excel This covers the basic operations of using Excel, and is an introduction to the interface and manipulation of data

Assessment

Observation & portfolio

STUDY MODE

SC

LOCATION

Newtown College - 03308 188 100

Brecon Beacons College - 03308 188 100

COURSE LENGTH

2D

business@nptcgroup.ac.uk | www.nptcgroup.ac.uk/business
 [nptc_business](https://twitter.com/nptc_business)  [nptcbusiness](https://facebook.com/nptcbusiness)  [business-nptcgroup](https://linkedin.com/company/business-nptcgroup)