

## ECDL Advanced - Spreadsheets (BCS Certificate)

Moray College UHI

### Venues

Main campus

### Content

This BCS Certified course is for the individual who wishes to improve themselves and their productivity by learning more advanced skills in the use of Spreadsheets.

Spreadsheet applications have a vast range of advanced features. Knowledge of these will help to provide high quality data and allow you to perform complex calculations. These will help with the creation of reports for management.

Course content includes:

Create and maintain complex spreadsheets; Manipulate Charts; Link cells, worksheets and workbooks; Use complex functions of various types; Use Data Tables and Databases; Create and run Macros.

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning  
Part time (evening)

### Course Length

Up to 1 year

### Department

Computing and IT

### Entry Requirements

ECDL is not essential but is recommended.

### Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Elgin  
Moray  
IV30 1JJ

## Website

[www.moray.uhi.ac.uk](http://www.moray.uhi.ac.uk)