

## Introduction to Excel

North East Scotland College

### Venues

Off campus

### Content

Microsoft Excel Open Learning units have been specifically designed to provide you with the necessary knowledge and techniques to successfully create and manipulate an Excel spreadsheet. The accompanying data files, which are provided on disc, will help demonstrate the different features as you work through the unit step-by-step.

You will study the following topics:

Fundamentals of Excel; Open, close, save and delete workbooks; Formulas; Editing Cells; Printing Copying and Moving Cells; Formatting Cells; Formatting Worksheets; Cell Referencing; Function.

At the end of the course you will test your knowledge through completion of an end of course test.

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

Flexible

### Department

Computing

### Entry Requirements

Contact institution

## SCQF Points

«SCQFPoints»

## Progression Routes

ECDL (European Computer Driving Licence) at SCQF Level 5

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Gallowgate Centre  
Gallowgate  
Aberdeen  
Aberdeen City  
AB25 1BN

## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)