

Intermediate 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 for successful creation and manipulation of an Excel Spreadsheet. The accompanying data files provided on disc are designed to help demonstrate the different features as you work through the unit step-by-step.

You will explore the following topics:

Manipulating Worksheet Views; Working with Multiple Windows; Using Names; Cell and Workbook Protection; Hiding Information; Working with Templates; Advanced Printing; Creating Views; Linking; Sorting Data

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»

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