

Microsoft Excel - Learning Steps 2 Certificate

Moray College UHI

Venues

Main campus

Content

More and more jobs now require IT Skills in a wide range of areas. Having the Learning Steps qualification shows employers that you are willing to improve your IT skills.

This Learning Step introduces the student to some more features of spreadsheets. Knowledge of these features would be very helpful in the workplace.

Course content includes:

Different types of References; Various Functions; Freezing Panes.

Start Date

Flexible

Qualification

College Cert

Study Method

Distance and Flexible learning

Course Length

10 weeks

Department

Computing and IT

Entry Requirements

No formal entry qualifications or previous experience with computers required, although completion of Microsoft Excel - Learning Step 1 is desirable.

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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