

I.T User Skills

Spreadsheet Software / I.T Fundamentals

Who is this course for?

The IT User course is designed for people who are looking to upskill their general IT and spreadsheet skills. The course will give you a better understanding of how to effectively navigate around a PC and to be able to complete complex formulas.

You will be given full online resources which will support you from stage one of your spreadsheet training. The online resources must be completed before attending the full workshop

Course Content

- Borders and Shading
- Wrapping and Merging Text
- Function buttons; including absolute cell referencing
- IF, COUNT, LOOKUP Formulas
- Header and Footer
- Find and Replace; across all worksheets
- Formatting of cells, printing, sorting, freezing panes and charts

Where can I go next?

We can provide a progression route to:

- Full Level 2 – Diploma in User Skills



What are the benefits?

- Use IT systems to meet needs
- Follow and understand the need for safety and security practices
- Use a spreadsheet to enter, edit and organise numerical and other data
- Select and use appropriate formulas and data analysis tools to meet requirements
- Select and use tools and techniques to present and format spreadsheet information

How are the Qualifications achieved?

To achieve the full Units Spreadsheet Software and Security for IT, participants must attend a locally based **one day workshop** and complete a two short tests throughout the day: -

- Spreadsheet Software
- IT User Fundamentals

Users have pre-course revision materials (accessible online) that they must complete before attending the workshop.

Funding

Funding is available for companies within the Black Country (Sandwell, Dudley, Wolverhampton and Walsall), employing fewer than 250 employees across the company.

Contact us now to
find out more

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Limited Funding available, contact us to find out more about how the Employees Support in Skills Black Country can help move your business forward. Eligibility criteria applies.