



Level 2 Certificate

I.T. User Skills: Spreadsheet Software

Overview

The 'I.T. User Skills: Spreadsheet Software Level 2 Certificate' 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.

Benefits

There are several reasons and benefits for taking part in this course through Protocol Consultancy Services, including but not limited to:

- Gaining a nationally recognised qualification that can assist with future employment.
- Developing a greater understanding of I.T. User Skills: Spreadsheet Software.
- Courses are delivered as distance learning, allowing you to choose when and where you study.
- Enhancing both your personal skills and professional development which will assist in future employability.
- And, Personal Tutors are assigned to you to ensure that you have the support needed to succeed.

Delivered by:

serco

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