Microbytes Excel

Course Name	Start Date	End Date	Site	Total Fees
Microbytes - Excel	15/04/2027	15/07/2027	Norham Adult Learning Centre	0.00
Microbytes - Excel	09/09/2026	28/10/2026	Swans Cfi	0.00
Microbytes - Excel	14/04/2027	19/05/2027	Swans Cfi	0.00
Microbytes - Excel	17/02/2027	24/03/2027	Swans Cfi	0.00
Microbytes - Excel	04/11/2026	10/12/2026	Swans Cfi	0.00
Microbytes - Excel	14/09/2026	07/12/2026	Swans Cfi	0.00
Microbytes - Excel	13/04/2027	18/05/2027	Killingworth Com Hub & Library	0.00
Microbytes - Excel	03/11/2026	08/12/2026	Killingworth Com Hub & Library	0.00
Microbytes - Excel	10/09/2026	15/10/2026	North Shields Ymca	0.00
Microbytes - Excel	18/02/2027	25/03/2027	North Shields Ymca	0.00

Who Is This Course For?

This course is for anyone with a good working knowledge of Excel or wishing to progress from a similar level 1 course. The material in the Level 2 course is an intermediate level designed for those who work with Excel in the workplace and wish to improve their skills, and for those who are looking to gain employment where sound knowledge of Excel is a necessity.

What Can I Learn On This Course?

The objective of this course is to develop spreadsheet skills to enable a more effective use of Excel to meet the requirements of the modern business environment.

The topics covered:

Creating and editing

Create and format a multiple-sheet spreadsheet document

Use conditional formatting

Control page layout

- Use scaling to fit data to a single page print
- Set repeating column headers for multiple page prints

Data analysis

- Use advanced functions such as SUMIF to total selected data, 3D sums to calculate from multiple sheets, and nested functions to carry out logical tests with 2 sets of criteria that must be met
- Use absolute cell references and named cells in calculations
- Use fill options including series, dates and flash fills
- Use advanced sort and filter options
- Use time in calculations; convert decimal times to hours and minutes

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019.

What Will I Need To Bring With Me?

You may wish to bring a pen and notepad to take notes, but you are not required to bring your own computer equipment.

What Skills Or Experience Do I Need?

No prior qualifications are needed, but a basic understanding of Microsoft Excel is expected. You should also have a minimum of Level 2 English skills.

How Will My Work Be Assessed?

There are no formal exams, instead you will carry out a range of activities to build up the skills introduced during the course and build a portfolio of work that will be assessed by your tutor. You will receive a certificate of attendance upon successful completion of the course.

What Can I Do After The Course?

You may wish to expand your Microsoft Office skills by enrolling on Microbytes PowerPoint or Word Level 2. You may also wish to consider an online Business Admin Level 2 course.