

Start Date

17/09/2026

Course Code

BBME2X23XA

Duration

8 Weeks

Study Mode

Part Time

Course Fee

£168

Excel - Beginner

This course is for beginners. It provides you with an overview of Excel's main features and teaches you how to enter, format, filter and sort data in Excel. In addition, learners will learn how to use Excel functions and formulas and create charts and graphs.

COURSE DESCRIPTION

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UNITS/TOPICS COVERED:

- Creating a spreadsheet in Excel
- Entering data into a spreadsheet
- Using formatting commands
- Using formulas
- Using functions (AutoSum, Count, MIN/MAX, 3 D Reference calculations and Absolute cell reference)
- Filtering and sorting data
- Producing charts and graphs

EQUIPMENT NEEDED:

Pen and paper.

ENTRY REQUIREMENTS

There are no formal entry requirements for this course, but a working knowledge on computers is essential.

WHERE CAN THIS TAKE ME?

We offer a number of other computing courses; why not browse our website for suggestions or call Client Services on 01737 788444 for further information.

HOW WILL I BE ASSESSED?

Not applicable.

FEES

The fees displayed are the MAXIMUM payable by adults aged 19+ unless you qualify for a concessionary fee. Please be aware that there may be additional costs for materials.

Concessions

Tuition fees may be waived or reduced if you are on a low income or receive certain benefits.

If you don't qualify for a concession, you will need to pay for your course in full or apply for an Advanced Learner Loan to cover the cost (Level 3-6 courses only).

Please see our Fees, Funding & Bursaries page for further information.

HOW TO APPLY

To apply online for this course please visit www.esc.ac.uk.

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

Disclaimer: Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.