

Spreadsheet Methods 5N1977

Course details

Using Spreadsheets is a core element of most Office Employee's everyday work. Most Office workers do not have the formal qualification to certify them as competent Spreadsheet User. This advanced Spreadsheet methods Classroom course is aimed at those seeking to significantly develop their existing Office application skills, and enhance their CV's in terms of Office, Payroll/Accounting, Reception and general administration employability. This Course is also suited to people who are already employed and/or are seeking to upskill or retrain. This award is a component module of the Major award in Business Administration (5M2468) for those Learners who are working towards achieving their Major award.

The purpose of this award is to ensure that the learner is fully capable of using a broad range of advanced spreadsheets features to work effectively and produce clear printouts. On successful completion of this course the learner will be able to carry out advanced selection, formatting, charts, tables, formulae usage, macro production and design of dynamic spreadsheets.

Course information and Modules

1. Investigate a range of common uses for spreadsheets
2. Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros
3. Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting, and filtering
4. Use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility
5. Automate routine multi-step tasks through the creation, execution, and management of simple macros
6. Print complete or partial sections of a spreadsheet, formatted fit for presentation
7. Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions
8. Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data
9. Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose
10. Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose.

Course Entry Requirements

This is an advanced Training Course. A QQI Level 4 certificate or equivalent, and/or relevant life and work experience is required. A working knowledge of Computers and Microsoft Office Applications is required for this course. A knowledge of Microsoft Excel would be advantageous. As this NFQ level 5 qualification is delivered through English, it is necessary that learners will have sufficient written English skills to complete this course.

Course specifics

Course Level: This Course is placed at QQI Level 5 on the national framework of qualifications

Cost: €250* (Excluding QQI Certification fees. Medical Card Holders are general exempt from QQI fees).

Delivery: Classroom

Next schedule: Begins 19th April 2023 at CEEDS – One day per week for 4 weeks (9.15AM – 4.00PM each day)