

Course title:	Introduction to Spreadsheets				Code: CB102	
Tutor:	Gill Pilkington					
Day & Time:	Monday 9:30 – 12:30					
Start & End Dates:	16/09/2024					
Number of sessions:	1 Session					
Venue:	Bury Adult Learning Service				Room No: 15	
Learner numbers:	Minimum			Maximum		
	8			11		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
	£14.07			Free		

What will I learn on this course?

Bury has a growing digital and creative sector, digital skills have been identified as one of the key skills needed for residents to be able to access these jobs.

Ever wanted to know how to use Excel or thought being able to use spreadsheets would be a useful skill to develop. This course will provide you with the basic understanding of how to use Microsoft Excel 2016 including:

- Understanding basic terminology
- Be able to navigate a spreadsheet.
- Amend spreadsheets.
- Understand and create simple formulae

Additional information

You need to enrol on this course to complete the Level 1 ICT Skills for Employment

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting. Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

What will I need to provide myself?

Please bring pen, paper and a A4 folder.

Your tutor will discuss materials further at the first class.

Please check that the class is running before buying anything.

What could I do next?

- ICT Skills for Employment Level 1

From this course you could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at

learner.services@bury.gov.uk .

Can I get extra help?

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

Help with paying for your course.

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.