

## Course Information Sheet 2025/26

### Work & Wellbeing Non-Qualification Course

<b>Course title:</b>	<b>Beginner's Microsoft Excel</b>		<b>Code: CB121</b>
<b>Tutor:</b>	TBC		
<b>Day &amp; Time:</b>	<b>Monday</b> 1.00pm – 3.00pm		
<b>Start &amp; End Dates:</b>	Term 1 03/11/2025 – 01/12/2025		
<b>Number of sessions:</b>	5		
<b>Venue:</b>	Bury Adult Learning Centre		<b>Room No: 12</b>
<b>Learner numbers:</b>	Minimum	Maximum	
	<b>8</b>	<b>12</b>	
<b>Costs:</b>	Full Fee	Discounted Fee	
	£48.30	Free	

#### What will I learn on this course?

This course will boost your confidence and skills in Excel, an essential tool used in many workplaces. The knowledge you gain is a great stepping stone towards achieving IT qualifications from Entry 3 to Level 2.

You will learn how to:

- Enter and edit content in a spreadsheet.
- Explain the use of functions.
- Use basic formulas in Excel to carry out calculations.
- Create appropriate graphs and charts in Excel.
- Stay safe and minimise the effects of physical stress whilst working online.

#### Additional information

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate.

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](mailto:learner.services@bury.gov.uk).

### **What will I need to provide myself?**

- Pen, notepad, and a ring binder.

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?**

Progression route after Beginner's Microsoft Excel:

- ✓ Beginner's Microsoft Word
- ✓ Intermediate Digital Skills

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](mailto:learner.services@bury.gov.uk) .

### **Can I get extra help?**

Support with English and Maths is available. 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.**