

## FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE TEMPLATE

### Full Programme Title

Microsoft Office Specialist - Excel

### 100 Word Overview

This training course is designed for those with basic Microsoft Excel experience to allow them to navigate the software at the feature and functionality level. Participants will become familiar with and learn how to use the features and capabilities of the package including the creation and editing of professional-looking spreadsheets for a variety of purposes and situations. The objective of the course is to up-skill participants by preparing them for the MOS Excel professional exam.

### Objectives of the Programme

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

Upon successful completion of the course learners will have an understanding of how to:

- Create, navigate and format worksheets and workbooks
- Customise options and views for worksheets and workbooks
- Configure worksheets and workbooks to print or save
- Insert data in cells and ranges
- Format, order and group cells and ranges
- Create and modify a table
- Filter and sort a table
- Utilise cell ranges and references in formulas and functions
- Summarise data with functions
- Utilise conditional logic in functions
- Format and modify text with functions
- Create and format a chart
- Insert and format an object

### Awarding Body

Microsoft

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### **Benefits to Employers**

- The development of your workforce can result in benefits to your business including:
  - More confident, up-skilled employees
  - Increased productivity and efficiency
  - An engaged and motivated workforce
  - Excellent service to your customers
  - Reduced absenteeism and employee turnover

### **Benefits to Employees**

- Gain greater knowledge and confidence in the use of Microsoft Excel
- Gain internationally recognised Microsoft certification

### **Duration**

3 days e.g. 1 day per week

The exam can take place any time up to 6 months after the training. We will an exam voucher with an expiry date.

### **Maximum Learner Numbers**

12 for face to face delivery

### **Employer Premises Delivery**

Yes