

**DURATION, DAY, DATE AND TIME OF THE COURSE:**

8 weeks starting on Thursday 16 January 2025, 16:00 – 18:00.

**VENUE:**

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

**PRIOR KNOWLEDGE/SKILLS REQUIRED:**

Intermediate Excel Skills required.

**COURSE DESCRIPTION:**

This 8-week course is a follow-on to ESC's "Excel for the Workplace Beginners" course. 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 more advanced Excel functions and formulas.

**UNITS/TOPICS COVERED:**

- VLOOKUP Function
- HLOOKUP Function
- Pivot Tables
- IF THEN ELSE Statement
- Simple Macros

**EQUIPMENT NEEDED:**

Pen and paper.

**WHERE CAN IT LEAD?**

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.

**COURSE FEE:**

£64

If you are 19+ on 31 August 2024, the standard fee will apply unless you qualify for free tuition and this will be your first leisure course in the current academic year. Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

**WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at

[clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://www.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 circumstance dictate.

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