

Spreadsheets Level 2	
<p>Session 1</p> <p>Tuesday 13/02/18 – 16:00 to 17:00 Wednesday 14/02/18 – 13:30 to 14:30</p>	<p>Understanding the Excel 2010 Window Create and edit a workbook Working with cells:</p> <ul style="list-style-type: none"> • Enter/Edit data within cells • Copy and move data within worksheets/workbooks • Sorting data in a worksheet • Using the Fill handle to replicate data <p>Using the find and replace tool Using the Spelling Checker Using the Help feature Saving in different file formats</p>
<p>Session 2</p> <p>Tuesday 20/02/18 – 16:00 to 17:00 Wednesday 21/02/18 – 13:30 to 14:30</p>	<p>Managing worksheets:</p> <ul style="list-style-type: none"> • Insert, modify and delete rows and columns • Format cells to date/ currency/ number/ percentage • Format text and align data • Working with cells and borders • Creating/copying/moving/deleting/magnifying sheets
<p>Session 3</p> <p>Tuesday 27/02/18 – 16:00 to 17:00 Wednesday 28/02/18 – 13:30 to 14:30</p>	<p>Formulas:</p> <ul style="list-style-type: none"> • Creating formulas • Good Practice: The easy way to create formulas • Copying formulas <p>Operators:</p> <ul style="list-style-type: none"> • Order of operations • Using operators in formulas • Formula error messages <p>Relative & absolute cell referencing:</p> <ul style="list-style-type: none"> • Relative cell referencing within formulas • Absolute cell referencing within formulas <p>Mixed cell referencing</p>
<p>Session 4</p> <p>Tuesday 06/03/18 – 16:00 to 17:00 Wednesday 07/03/18 – 13:30 to 14:30</p>	<p>Functions</p> <ul style="list-style-type: none"> • What is a function? • SUM function • AVERAGE function • MAX function • MIN function • COUNT function • ROUND function • IF function
<p>Session 5</p> <p>Tuesday 13/03/18 – 16:00 to 17:00 Wednesday 14/03/18 – 13:30 to 14:30</p>	<p>Working with charts:</p> <ul style="list-style-type: none"> • Creating a Chart • Modifying a Chart <p>Page Layouts:</p> <ul style="list-style-type: none"> • Modifying Page Layout • Printing Options