

Excel Intermediate 2007 College Certificate

Awarding Body Redcar & Cleveland College

Course Details

The course can be delivered to suit learners needs and can include the following units:

Hiding Rows/Columns

Formulas and Functions

- Autosum
- Count functions
- Average/max/min
- If statements

Absolute and Relative Cell Referencing

More about Printing

- Adding gridlines
- Printing headings on all pages
- Printing row and column headings

Headers and Footers

- Custom footers/headers

Managing Multiple Workbooks

Linking Worksheets

Creating Charts

Shorting Lists

- Using filters – including autofilter
- Using the sort button

Tutor will discuss prior to sessions commencing to identify units needed.

Entry Requirements

Basic Excel knowledge and experience.



REDCAR &
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Course Information

**ALL FEES ARE SUBJECT TO REVIEW
PLEASE REFER TO PART TIME PROSPECTUS**

FACTFILE	
Attendance	Part Time
Duration	1 day
Starting	10/02/2012
Location	Corporation Road
Timetable	Friday 09.00–16.00
Course Tutor	Sam Beel
Revision Date	December 2011
Division	Computing Information and Technology,

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