

“Access Database and Excel Spreadsheet Taster”

LEVEL – C

This course is intended to let learners try 2 programs and see whether they want to take them further, gaining confidence in using a Microsoft Access Database and Microsoft Excel Spreadsheets.

Learners will create and edit a spreadsheet and use simple formulae to produce a result. This course would be particularly useful for job seekers, in the workplace or at home and anyone running their own business.

It is intended that at the end of the course you will be able to;

- Use databases or Spreadsheets
- Utilising tables and queries.
- Create a spreadsheet using Microsoft Excel and utilise simple formulae to produce numerical results.
- Use a table within a database and spreadsheets
- Perform editing functions
- Input data into a table and edit data.
- Create simple queries, using a Criteria
- Utilise simple formulae

You will have the opportunity to purchase a USB memory stick, from Adult & Community Learning for £12.

Details of Your Course

Learner Name Learner no'.....

Course Code..... Venue:.....

Additional Costs: Day:

Start Date: Time:

Length: Anything you need to bring with you:

Payment: Yes / No / Benefits Receipt No:

Official Signature (staff):



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