

# Computing and Digital

## Introduction to Spreadsheets

**Campus:** North Notts College - Worksop Campus

**Code:** NACCD005

### About This Course

This course is tailored for beginners in spreadsheet usage, aiming to acquaint them with the fundamental concepts of Excel spreadsheet creation and utilization. The focus lies on utilizing the software for tasks such as printing, saving, and formatting sheets and charts, rather than delving into advanced sheet design. Its purpose is to provide newcomers to either spreadsheets in general or Excel specifically with the essential skills to construct, format, save, and print spreadsheets and graphs effectively. **The aim of this course is to support those who wish to develop an understanding of basic photographic processes as well as understand how to manipulate images. You will also focus on the study of photography and provide opportunities to acquire a number of practical and technical skills in photograph**

### What Will I Study?

Understanding Spreadsheets

Exploring Excel: interface structure, Ribbon bar, Toolbars, and Task panes

Utilizing Help and accessing search functionalities

Inputting and modifying text, numbers, and formulas

Constructing sheets through data duplication and relocation

Introducing Functions and utilizing the Formula Composer

Formatting spreadsheet content and data

Printing, previewing, and adjusting Page Layout/Setup preferences

Generating charts as new sheets or incorporating them into existing ones

Tailoring Chart Design, Format, and Layout preferences

## Why Study Here?

- Learn from industry-experienced and well-qualified tutors who have many years of industry experience qualifications and knowledge to bring to their teaching.
- Be taught in a supportive environment

Sessions will be delivered in our newly renovated computing department.

## How To Apply

You can apply by using our online application form and clicking the **Apply Now** button at the top of this page. For more information or support, please contact Student Services by emailing [contact@nnc.ac.uk](mailto:contact@nnc.ac.uk) or by calling **01909 504500**

## Tuition Fees

Those aged 19 or over may not need to pay fees depending on their circumstances.

### PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2024-25. However, we do reserve the right to make changes if necessary.

**Last updated:** 22nd February 2025