

Intoduction to Excel Workshop - NLC STAFF ONLY

Course Name	Start Date	End Date	Site	Total Fees
Intoduction to Excel Workshop - NOV - NLC STAFF ONLY - Tailored Learning	12/11/2025	12/11/2025	Ashby Community Hub	0.00

Course Description

THIS COURSE IS FOR NLC STAFF ONLY

Content & Overview:

Are you an existing North Lincolnshire Council employee and struggling with using Excel in your role? This workshop will introduce you to the very basics of excel to build your confidence and strengthen your skills. You'll learn how to create and manage spreadsheets, understand cells, work with formulas, and much more, to help you use Excel more effectively in your day-to-day role.

The workshop will cover:

- Creating a new spreadsheet
- Understanding tabs and how to navigate between them
- Brief overview of menu task bar and how to use tools
- Understanding cells and the type of data entered (text, number, date, etc)
- Understanding cursor (select, copy, move data accordingly)
- Understanding ranges
- How to adjust, insert or delete columns and rows
- Cut, copy and paste data
- How to use autosum formula
- How to create simple formulas

Delivery Method:

Suitable for:

NLC staff who are not confident using Excel

Entry requirements:

NLC staff who are not confident using Excel

Progression route:

Learners may wish to go on to study EDSQ Entry 3 or Level 1 if they require further digital qualifications.

Additional Information:

N/A

Disclaimer:

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full address. Applying for a course does not mean you are automatically enrolled. You must be 19+ on 31 August 2025 and a UK resident.

Our dedicated team will be happy to help – just call us on 01724 297146 or contact us on

<https://northlincsadulteducation.co.uk/contact>