

Spreadsheets & Word Processing Software – Level 2 Award

About the course

This qualification course is for people with strong skills using Spreadsheets and Word Processing software. You may have completed our MS Office Intermediate course and be looking to build on these skills. The course will cover two units: Spreadsheet Software (MS Excel and Google Sheets) and Word Processing Software (MS Word and Google Docs).

You will learn how to maximise the tools available in word-processing and spreadsheet software to prepare, process and produce a wide range of sophisticated and professional documents accurately and efficiently.

At the end of the course, you will have created a portfolio of evidence which will be assessed to obtain the qualification.

Course Learning Outcomes

By the end of the course you will be able to:

- Create spreadsheets using advanced formulae and functions.
- Use tools and techniques to edit and format spreadsheet data and display spreadsheet data in a graphical format.
- Explain how spreadsheets are used for different purposes and how features in spreadsheet software can be used to improve productivity, accuracy and usability.
- Create, edit and format information in documents; use page, styles and section layouts to enhance word processed documents.
- Use Mail Merge, Macros and link/embed objects to a document.

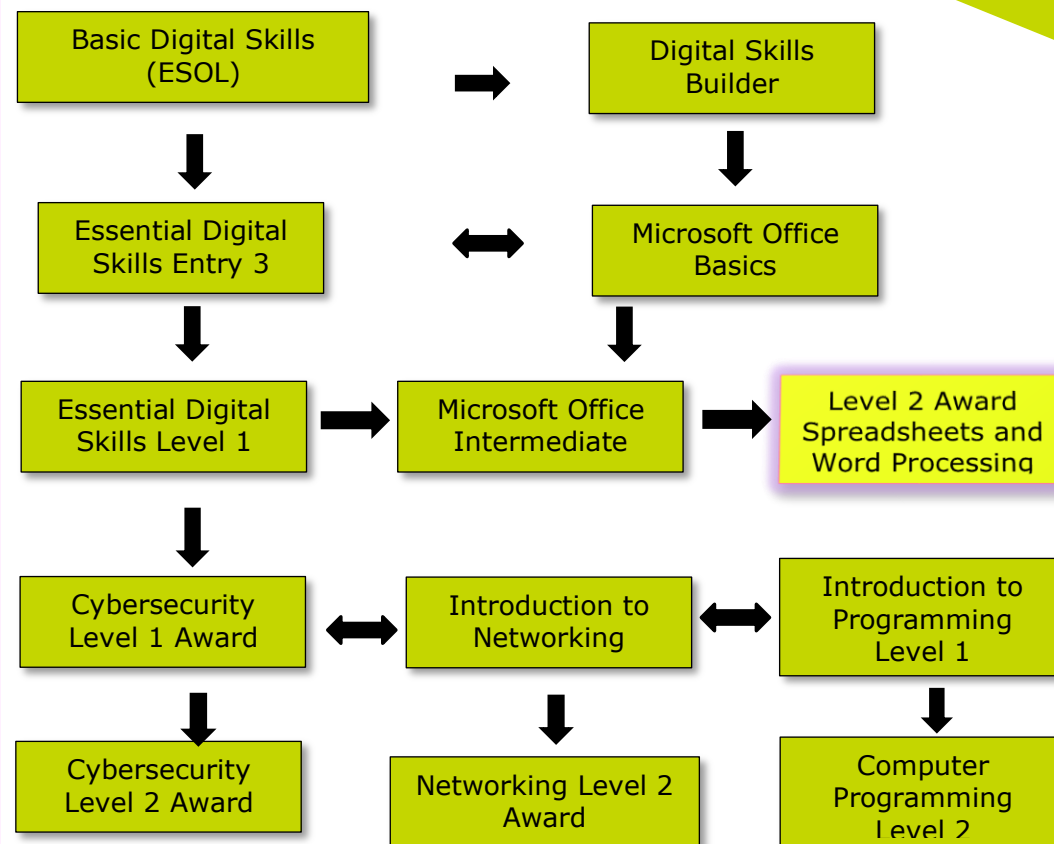
Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- Please bring a notebook and a pen with you, to take notes.
- If you have a device you may wish to bring it with you during the course.

If you need any additional support, please call us.

Progression Pathway



We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk