OPEN LEARNING CENTRE (OLC)
COMPUTER BASICS SERIES

OLC. 001
COMPUTER BASICS I:
Word Processing and Windows

OLC.002
KEYBOARDING TUTOR:
Improve Your Keyboarding Skills

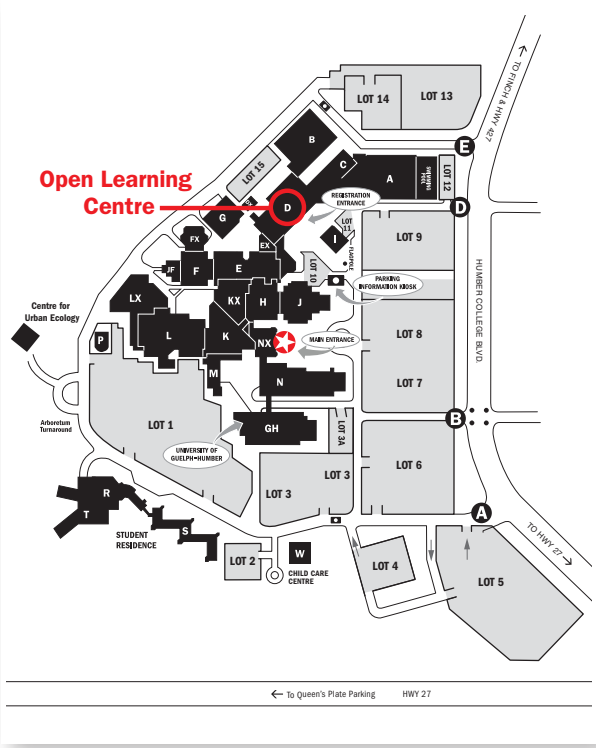
OLC.003
COMPUTER BASICS II:
Essentials of Word Processing

OLC.004
COMPUTER BASICS III:
Essentials of Spreadsheets

Designed for those who are unfamiliar with the fundamentals of computers, computer software, and common computer tasks, the OLC Computer Basics Series is a set of four, non-credit courses that run throughout the academic year.

Computer Basics I, II and III are in-class weekend courses led by qualified instructors while Keyboarding Tutor is an independent learning course that is hosted in our OLC lab at Humber College - North Campus.

Participants are encouraged to complete all four courses in succession, but this is not required. For registration details, please view our website at www.humber.ca/onlinelearning.



OPEN LEARNING CENTRE (OLC)

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www.youtube.com/HumberCollegeOLC

OPEN LEARNING CENTRE (OLC)

OLC.004 COMPUTER BASICS III:

Essentials of Spreadsheets

OLC.004
COMPUTER BASICS III:
Essentials Of Spreadsheets

HUMBER

This course is a continuation of OLC.003 - Computer Basics II.

During this three session course, participants will be introduced to the Microsoft Excel interface while focusing on common elements in Word and Excel. In addition, participants will learn to perform basic spreadsheet tasks along with using basic functions and compiling formulas.

At the completion of this course, participants will be familiar with the following skills:

- Spreadsheet data entry
- Organizing Data
- Using Basic formulas and functions
- Chart and graph creation

This course is a **non-credit**, general interest course with no examination. It is recommended that participants complete OLC.001 and OLC.003, but it is not required.

Learning Outcomes

Week 1: Creating and Formatting a Spreadsheet

- Similarities with Microsoft Word and Excel Ribbons
- Enter and edit data in a cell
- Open and save a Worksheet and Workbook
- Modify and format a cell and Worksheet

Week 2: Working with Data

- Insert a table
- Sort data in a Worksheet
- Fill data by using the Auto Fill function
- Apply different number formats
- Create charts

Week 3: Working with Formulas and Templates

- Create simple formulas
- Insert basic formulas such as SUM, AVERAGE AND COUNT
- Print a worksheet
- Download and create a customized calendar

To view additional course information, including course fees and the course outline, please view the link below:
www.humber.ca/onlinelearning

For Course Availability

Please check the Open Learning Centre website:
www.humber.ca/onlinelearning

Or contact the Open Learning Centre at:
416.675.5049

Location, Time And Schedule

The course runs for three consecutive Saturdays, three hours each Saturday for a total of nine hours.

Saturdays from 9:00 am to 12:00 noon
In Room D225, OLC, North Campus

Registration Information

If you wish to register in one of the available sections, please contact the Registration Centre at:

416.675.5005 (North Campus)
416.789.1034 (Lakeshore Campus)

This course will enhance your skills in using Microsoft Excel.