

## Applying for this Course:

To apply for this course you should be 16 years of age or older and ideally hold at least an 'O' Level standard of education in order to allow you to follow terminology and course notes with greater facility. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt). stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ғal Far BBG3000.

## On successful completion of this Spreadsheets Course, the learner will have theoretical and practical knowledge of :

- ✓ Working with Spreadsheets
- ✓ Enhancing Productivity
- ✓ Inserting and Selecting Cells
- ✓ Editing and Sorting Cells
- ✓ Copying, Moving and Deleting Cells
- ✓ Managing Rows and Columns
- ✓ Worksheets
- ✓ Arithmetic Formulas
- ✓ Functions
- ✓ Formatting of Numbers / Dates, Cell Contents
- ✓ Alignment and Border Effects
- ✓ Creating Charts
- ✓ Editing Charts
- ✓ Spell Check
- ✓ Printing