|  |  |
| --- | --- |
| **Minor Award Name** | Spreadsheet Methods |
| **Minor Award Code** | 5N1977 |
| **Level** | Level 5 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Introduction to Spreadsheets | Book | This book has a lot of useful examples and explanations in it. Useful across all of the topics listed here.  | Excelling in Spreadsheets by Alan Dillon (Published 2020) | Boru Press [www.borupress.ie/bookshop](http://www.borupress.ie/bookshop): Raw data and solutions available on the website for download also |
| Introduction to Basic Spreadsheets | BookWebsiteWebsite | This book has a lot of useful examples and explanations in it. Useful across all of the topics listed here. The GCF Learn Free website is a fantastic resource for students to learn from when they are at home. Or need to do extra research. A list of key terms associated with spreadsheets.  | Step by Step Spreadsheets by Alan Dillon. Gill & Macmillan. GCF Learn FreeSpreadsheet.about.com | <http://www.gcflearnfree.org/office2013/excel2013> - All Topic Areas<http://spreadsheets.about.com/od/excel101/tp/080726_ten_spreadsheet_terms.htm>  |
| Key Spreadsheet Elements | Website | Relative and Absolute Cell Referencing guide.  | GCF Learn Free | <http://www.gcflearnfree.org/office2013/excel2013/15>  |
| Formatting  | Website | GCF webpages explaining formatting in text and through videos.  | GCF Learn Free | <http://www.gcflearnfree.org/office2013/excel2013/9>  |
| Common Usability Features – sorting, freezing, filtering, window and toolbar management.  | Website | GCF webpages. Freezing panes. Sorting Panes.Filtering Data.  | GCF Learn Free | <http://www.gcflearnfree.org/office2013/excel2013/17> <http://www.gcflearnfree.org/office2013/excel2013/18> <http://www.gcflearnfree.org/office2013/excel2013/19>  |
| Function and Formula | Website | A range of basic statistical, date and time, text and financial formula. AND IF FunctionsDepreciation FunctionNet Present Value | GCF Learn FreeAbout.Spreadsheet.comEasy Excel.comOffice.Microsoft.com | <http://www.gcflearnfree.org/office2013/excel2013/16> <http://spreadsheets.about.com/od/excellogicalfunctions/ss/Excel-AND-OR-Functions.htm> <http://www.excel-easy.com/examples/depreciation.html><http://office.microsoft.com/en-ie/excel-help/npv-function-HP010342728.aspx>  |
| Graphs/Charts | Website | Charts – creating & editing charts, selecting layout and styles and changing chart features.  | GCF LearnFree.org | <http://www.gcflearnfree.org/office2013/excel2013/22>  |
| Advanced Spreadsheet Features | Website | Finalising and Protecting WorkbooksConditional Formatting | GCF Learn Free | <http://www.gcflearnfree.org/office2013/excel2013/25> <http://www.gcflearnfree.org/office2013/excel2013/26>  |
| Introduction to Macros | Website | Creating Macros, Editing Macros, Deleting Macros & Assigning Macros to objects.  | Support.office.com | <https://support.office.com/en-us/article/Create-or-delete-a-macro-f3eb0fa3-4c18-498a-9235-c66ba8e78149>  |
| Printing from a Spreadsheet | WebsiteWebsiteWebsite | Printing appropriately from a spreadsheet, setting print area, scaling pages, changing orientation and adding headers and footers.  | Spreadsheet.about.comOffice.Microsoft.comGCF LearnFree.org | <http://spreadsheets.about.com/od/excel101/ss/2010-08-24-Excel-2007-Print-Options-Part-2_2.htm> <http://office.microsoft.com/en-001/excel-help/print-row-and-column-headings-on-every-printed-page-HP010358285.aspx> <http://www.gcflearnfree.org/excel2013/12>  |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Microsoft Office – Excel  | <https://support.office.com/en-IE/article/Excel-2013-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a>  |
| Goodwill Community Foundation GCF LearnFree.orgGCF YouTube Channel  | [www.gcflearnfree.org](http://www.gcflearnfree.org) <http://www.gcflearnfree.org/excel2013> <https://www.youtube.com/channel/UCeYUHG6o0YguM-g23htdsSw>  |
| About.com  | <http://spreadsheets.about.com/>  |
| Excel is Fun - Mike Girvin YouTube Channel | <https://www.youtube.com/user/ExcelIsFun>  |
| Excel Tactics | <http://www.exceltactics.com/>  |

|  |
| --- |
| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/> <https://www.udemy.com/> Frequently runs very useful beginner Spreadsheet courses.  |