**Numeracy for Excel Course**

**AGENDA**

**9.30am Excel mathematics introduction on whiteboard**

**9.45am Paper based exercises**

* **Use of BODMAS**
* **Percentages**
* **Decimals**
* **Dates**
* **Brackets**
* **Absolutes & Relatives**

***10.45am Coffee Break***

**11.00am Mix based exercises**

* **Paper based**
* **Excel based (Care Homes)**

***12.15pm Lunch***

**1.00pm Excel SUM’s/AVERAGES/TRUNC/Ranges**

**1.30pm Cells – Absolute and Relative References**

***2.15pm Coffee Break***

**2.30pm Project Exercise**

**3.45pm Close**