

Course title	Spreadsheets
Provider	Age Concern Bradford and District
Synopsis of course	<p>Learners tell us what they want to know about spreadsheet. For example:</p> <ul style="list-style-type: none"> • Cataloguing collections • keeping track of club members and subscriptions, inventory of household items • even a simple shopping list. <p>Courses are taught on Microsoft Excel, but other free spreadsheets can be used.</p>
Duration	Drop in learners decide what they want to know and how many lessons they would like
Accreditation / level	No
Assessment procedure	No assessment
Location	Age Concern Sunbridge Rd., Bradford. BD1 2AY
Numbers	No minimum numbers lessons are one to one
Contact details	Peter Wright, I. T. Project Co-ordinator Bradford (01274) 395144
Cost	£5 per one hour session