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| **Minor Award Name** | Spreadsheet Methods |
| **Minor Award Code** | 6N4089 |
| **Level** | Level 6 |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Spreadsheet Design | Book | A useful book for examples and explanations. | Step by Step Spreadsheets by Alan Dillon. Gill and Macmillan. | <http://www.gillmacmillan.ie/computer-applications/computer-applications/step-by-step-spreadsheets1> |
| Customisation and Printing | Website |  | Microsoft Excel | <https://support.office.com/en-us?legRedir=true&CorrelationId=39e4407a-3707-4c89-a189-41cc7c34d564> |
| Worksheet Features | Website | Advanced Filtering  Auto Filtering  Filtering – through a variety of different methods.  Naming Cells and Ranges  Outlining Data  Sort by a Custom List | Excel is Fun – Mike Girvin  Support.office.com  Support.office.com  Support.office.com  GCF LearnFree.org  TechRepbulic.com | <https://www.youtube.com/watch?v=SU1qGbN6Rs8>  <https://support.office.com/en-ie/article/Video-Filter-data-by-using-an-AutoFilter-35e0a442-27e9-4400-8a78-35c26e1a51b0?CTT=5&origin=HA010370616&CorrelationId=e690a820-405c-4375-bb99-e0c28d417d68&ui=en-US&rs=en-IE&ad=IE>  <https://support.office.com/en-ie/article/Filter-data-in-a-range-or-table-01832226-31b5-4568-8806-38c37dcc180e?CorrelationId=692df9c4-8d3d-4ef1-8e35-dd06149b503b&ui=en-US&rs=en-IE&ad=IE>  <https://support.office.com/en-ie/article/Define-and-use-names-in-formulas-4d0f13ac-53b7-422e-afd2-abd7ff379c64?CorrelationId=a57fe631-ade9-4646-8b39-5a2aff7c23ee&ui=en-US&rs=en-IE&ad=IE>  <http://www.gcflearnfree.org/excel2010/12.2>  <http://www.techrepublic.com/blog/10-things/10-steps-to-creating-a-custom-list-for-sorting-in-excel/> |
| Formulas and Functions | Website | Links to explanations on a variety of different Functions and Formula.  A variety of different websites explaining functions and formula.  Depreciation Functions. |  | <https://support.office.com/en-us/article/Excel-functions-by-category-5f91f4e9-7b42-46d2-9bd1-63f26a86c0eb>  [www.spreadsheets.about.com](http://www.spreadsheets.about.com)  [www.bettersolutions.com/excel](http://www.bettersolutions.com/excel) [www.techonthenet.com/excel/formulas/index.php](http://www.techonthenet.com/excel/formulas/index.php) [www.homeandlearn.co.uk/excel2007/excel2007s5p5.html](http://www.homeandlearn.co.uk/excel2007/excel2007s5p5.html)  <http://www.excel-easy.com/examples/depreciation.html> |
| Charts and Pivot Tables | Website | Creating Pivot Tables  Creating Pivot Tables | Chandoo  Support.Office.com | <http://chandoo.org/wp/excel-pivot-tables/>  <https://support.office.com/en-IE/article/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576> |
| Macros and Auditing | Websites | Formula Auditing  Formula Errors  Creating Excel Macros | Excel-Easy.com  Excel-Easy.com  Spreadsheet.About.com | <http://www.excel-easy.com/examples/formula-auditing.html>  <http://www.excel-easy.com/functions/formula-errors.html>  <http://spreadsheets.about.com/od/advancedexcel/ss/080703macro2007.htm> |
| Data Validation and Protection | Websites | Data Validation  Password Protection of a workbook or worksheet.  Locking Cells and Worksheet Protection  Work Protection | Support.Office.com  Support.Office.com  Support.Office.com  Support.Office.com | <https://support.office.com/en-ie/article/Apply-data-validation-to-cells-f809371b-214e-4e45-b4b0-f010b1159828?CorrelationId=58abb809-8c9d-44bf-bab0-93c71b971ffe&ui=en-US&rs=en-IE&ad=IE>  <https://support.office.com/en-ie/article/Password-protect-a-worksheet-or-workbook-elements-in-Excel-46ab1285-3070-48c9-b55a-0eefd1de286b?CorrelationId=5170e060-9f16-4c83-bea6-8871b2c6f2a0&ui=en-US&rs=en-IE&ad=IE>  <https://support.office.com/en-ie/article/Lock-cells-in-a-worksheet-b2f833bd-9db5-48a4-9ec0-8e451ac27c3a?CorrelationId=0adf1d51-c490-4129-84da-2a2a129cedb1&ui=en-US&rs=en-IE&ad=IE>  <https://support.office.com/en-ie/article/Password-protect-a-worksheet-or-workbook-elements-in-Excel-46ab1285-3070-48c9-b55a-0eefd1de286b?CorrelationId=5170e060-9f16-4c83-bea6-8871b2c6f2a0&ui=en-US&rs=en-IE&ad=IE> |

**Useful Organisations:**

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| **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.org  GCF 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/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/>  [www.udemy.com](http://www.udemy.com) Runs advanced Spreadsheet courses - the more advanced courses usually require a fee. |