

Certificate of Attendance

IT Learning Programme

University of Oxford

Mayur Pant

Spreadsheets: Organising and displaying data

Trinity Term 2016

3 hours

Topics covered:

- Working with ranges and tables of data
- Filtering data
- Subtotals and grouping data
- Charting non-adjacent areas and filtered data
- Advanced chart formatting
- Creating histograms and using sparklines

This certificate does not imply any specific competence in the topics listed.

Taught by **Traci Huggins**



IT Learning Programme

This certificate can also be photocopied and used as a receipt by University members

Receipt Number

97526

Associated Course Fees: £9.00

Issued By:

IT Learning Programme, IT Services, Oxford University

Student Name

Mayur Pant

Course

Spreadsheets: Organising and displaying data

Course dates

Thu 09 Jun 2016