



ACE Maths and Excel Workshops Jan-Apr2023

Here's the latest list of ACE Team workshops to help you with your studies.

How to join a workshop

The easiest way to join a workshop is by going to our [booking page](#). Here you can see when each session is taking place. To book, please select the date of the workshop on the calendar. Then book the session to receive an email, add to your calendar and get a reminder 12 hours before. It is not mandatory to register.

Alternatively, you can simply click on the link below at the time of the session

<https://qa-learning.webex.com/meet/NRahman>

If you are calling in, dial +44 203-478-5289 then enter the Access code: 700 971 407



Jan

Date	Day	Time	Topic
09-Jan	Monday	13:30	<p style="text-align: center;">Introduction to Excel</p> <p>In this essential level workshop, you will learn the layout of Excel and what are tabs and groups and where to find the most common tools are. This workshop will show you how to use Excel for basic calculations. You will also learn about relative cells and cell referencing. Additionally, you will discover a very convenient function which is called the “Fill Handle”. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
12-Jan	Thursday	12:30	<p style="text-align: center;">Correlation and Regression in Excel</p> <p>In this intermediate level workshop, we will very briefly recap the concept of correlation between two variables and then calculate it in two ways: the correlation formula and the correlation matrix. We will also look at how to insert a scatter graph for a set of data and add a Linear Regression trend. You must have command of basic excel functions before attending this and a basic understanding of Correlation. Please check materials on VLE for Excel starter or book a tutorial with ACE maths tutor. Please have the Excel practice sheet open BEFORE you join the workshop. Find it in Excel folder in your VLE. Get in touch with ACE if you can't find it.</p>

18-Jan	Wednesday	12:30	<p style="text-align: center;">Excel Pivot tables and charts</p> <p>in this intermediate level workshop, learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Please attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
25-Jan	Wednesday	16:30	<p style="text-align: center;">Introduction to Excel</p> <p>In this essential level workshop, you will learn the layout and terminology of Excel and the most common tools for formatting. This workshop will show you how to use Excel for basic calculations. You will also learn about relative cells and cell referencing. Additionally, you will discover a very convenient function which is called the "Fill Handle". You will also learn how to work with columns and rows. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>

Feb

Date	Day	Time	Topic
03-Feb	Friday	13:30	<p>Excel for calculations and formulae</p> <p>This Essential level workshop will look at how to format cells when dealing with Fractions, Decimals, Percentages and how to convert one into other. You will be working to calculate percentages of amounts and percentage change. We will also look at the four operations of $+-x\div$, finding squares and square roots while keeping BIDMAS BODMAS in mind. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
09-Feb	Thursday	12:30	<p>Mean, Variance and Standard Deviation- conceptual understanding</p> <p>In this essential level workshop, you will understand the association between Mean and Standard Deviation. You will also understand why, in addition to</p>

			Mean, do we need variance and a standard deviation to interpret a set of data. This is NOT an Excel workshop
14-Feb	Tuesday	13:30	<p style="text-align: center;">Introduction to correlation and Excel scatter graphs</p> <p>This essential level workshop will look at the concept of correlation and how to make a scatter graph for a set of data in Excel to visualise correlation between two variables. Please have the Excel practice sheet open BEFORE you join the workshop. Find it in Excel folder in your VLE. Get in touch with ACE if you can't find it.</p>
22-Feb	Wednesday	12:30	<p style="text-align: center;">Introduction To Probability</p> <p>In this Essential level workshop, we will look at the simple probability, the sample space and tree diagrams. This workshop does not include working with Excel.</p>

Mar

Date	Day	Time	Topic
01-Mar	Wednesday	13:30	<p style="text-align: center;">Time Series and Moving Averages</p> <p>This intermediate level workshop will have a look at using some historical data over time and calculate averages using few successive data values and moving them along. Join this workshop to find out more</p>

08-Mar	Wednesday	16:30	<p style="text-align: center;">Excel Grouped Data Descriptive Statistics.</p> <p>This intermediate level workshop will look at calculating mean, standard deviation and variance of grouped data (when it is grouped in a frequency table). You must have an understanding of mean, median, mode and standard deviation for ungrouped data before attending this workshop. Please book a tutorial with ACE maths tutor if you wish to review theoretical understanding of descriptive statistics for grouped data. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
16-Mar	Thursday	13:30	<p style="text-align: center;">Excel Normal Distribution</p> <p>This intermediate level workshop will have a look at the Normal probability distribution and its calculation in Excel. You must have some knowledge of probability before attending this workshop. Please check the Essential materials on probability on ACE page or book a tutorial with ACE maths tutor.</p>
22-Mar	Wednesday	13:30	<p style="text-align: center;">Excel Binomial Probability Distribution</p> <p>This intermediate level workshop will have a look at the Binomial probability distribution and its calculation in Excel. You must have some knowledge of probability before attending this workshop. Please check the Essential materials on probability on ACE page or book a tutorial with ACE maths tutor.</p>
29-Mar	Wednesday	16:30	<p style="text-align: center;">Excel for calculations and formulae:</p> <p>This essential level workshop will look at how to format cells when dealing with Fractions, Decimals, Percentages and how to convert one into other. You will be working to calculate percentages of amounts and percentage change. We will also look at the four operations of $+ - \times \div$, finding squares and square roots while keeping BIDMAS BODMAS in mind. Please have the Excel practice sheet open BEFORE you</p>



The ACE team

			join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.
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Apr

Date	Day	Time	Topic
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03-Apr	Monday	12:30	<p style="text-align: center;">Excel Pivot tables and charts</p> <p>in this intermediate level workshop, learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Please attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
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