



ACE Workshops

July 2024



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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Jul 12:30 Creating Frequency Distribution in Excel	2 16:30 Python 9 19:00 Writing Introductions and Conclusions with Peter	3	4 17:30 Proofreading and Editing with Aman	5	6
8	9 16:30 Python 10 18:30 ACE & Career Fundamentals 1 with Peter	10 12:30 Getting Started on Your Assignment with Lorna	11 17:30 Pivot Table PLUS	12	13 11:00 ACE and Career Fundamentals 2 with Peter
15 16:30 Introduction to Excel Layout and Basic Formatting	16 12:30 Let's Rewind and Recap: Summary of the "Python for Beginners" Workshops	17 12:30 Programming Concepts: Flow Charts and... 19:00 Using Reflective Models with Rachel	18 16:30 Excel for Calculations and Formulae	19	20
22 12:30 Excel for Logical and Conditional Functions 13:30 Writing Introductions and Conclusions with Ma...	23	24	25 16:30 ACE and Career Fundamentals 3 with Mari.	26	27
29 17:30 Starting with Excel Pivot Tables and Charts	30	31	1 Aug	2 13:30 Critically Building an Argument with Andrea	3

01-Jul Monday 12:30	<u>Creating Frequency Distributions in Excel- Intermediate</u> In preparation for calculating Mean, Standard Deviation and Variance for the grouped data, you will learn how to make frequency distribution in Excel. If you are new to Excel, please attend Excel for beginners and Excel for Calculations and Formulae before attending this workshop	15-Jul Monday 16:30	<u>Introduction to Excel</u> You will learn the layout of Excel and how functions are arranged in tabs and groups and where to find the most common formatting tools and functions. You will also learn the function of various shapes of pointers in Excel. You will work with functions in Font, Alignment and Number groups.
02-Jul Tuesday 16:30	<u>Ignite Your Coding Journey: Python 9 – Exploring Data with Python</u> In this intermediate – advanced level workshop, dive into datasets, uncover insights, and visualize trends using Python libraries.	16-Jul Tuesday 12:30	<u>Let's Rewind and Recap: Summary of the Python for Beginners Workshop</u> Summary of the python workshops conducted in the last cycle, which covered fundamentals, collections, conditionals & loops, functions, file handling and classes & objects.
02-Jul Tuesday 19:00	<u>Writing Introductions and Conclusions:</u> This workshop will look at the basic features of effective introductions and conclusions.	17-Jul Wednesday 12:30	<u>Programming Concepts: Flow Charts and Pseudocodes</u> Programming is developed through good pre-code planning and organization. This is assisted using pseudocode and flowcharts. This intermediate level workshop would help you to understand the basics of pseudocode and flowcharts.
04-Jul Thursday 17:30	<u>Proof Reading and editing:</u> This workshop explores the importance of improving written academic work through teaching strategies for editing and proofreading academic work.	17-Jul Wednesday 19:00	<u>Using Reflective Models :</u> This workshop focuses on how different models can be used to reflect on your experience.
09-Jul Tuesday 16:30	<u>Ignite Your Coding Journey: Python 10 – Exploring Data with Python (Continuation)</u> In this intermediate – advanced level workshop, dive into datasets, uncover insights, and visualize trends using Python libraries.	18-Jul Thursday 16:30	<u>Excel for calculations and formulae</u> You will be carrying out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell.
09-Jul Tuesday 18:30	<u>ACE and Career Fundamentals 1:</u> Learn how to create a CV to UK standards. Get top tips from our advisors and look at Editing and Proofreading Skills and how to write concisely for your personal profile	22-Jul Monday 12:30	<u>Excel as a logical tool</u> Learn how to use IF, AND OR Functions in Excel for data analysis
10-Jul Wednesday 12:30	<u>Getting started on your assignment:</u> This workshop discusses common problems with time management, finding and retrieving information, finding a thread and getting started on writing.	22-Jul Monday 13:30	<u>Writing Introductions and Conclusions:</u> This workshop will look at the basic features of effective introductions and conclusions.
11-Jul Thursday 17:30	<u>Pivot Table PLUS- Advanced</u> We will go a little deeper into Pivot Tables to group the data, use the filters, and explore the calculated fields. Please attend Starting with Pivot Tables before attending this workshop if this is your first time discovering Pivot Tables.	25-Jul Thursday 16:30	<u>ACE and Career Fundamentals 3:</u> Creating a LinkedIn Profile and appropriate Academic/Professional Language and how to present information
13-Jul Saturday 11:00	<u>ACE and Career Fundamentals 2:</u> How to successfully look for part-time jobs during your studies and enhance your research skills	02-Aug Friday 13:30	<u>Critically Building an Argument :</u> Explores the elements of an argument. Be ready to work on improving a mini-text, with others or by yourself. Please have a draft of your own writing available as there may be an opportunity to apply ideas from the session