

ACE Workshops April 2025

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Mar	1 Apr	2	3 10:00 Using Reading in Your Writing Essentials ; QAHE - Ace	4 10:00 Using Reading in Your Writing Advanced ; QAHE - Ace	5
7	8 17:30 Creating an Academic Poster; Microsoft Teams Meeting; QAHE - Ace	9 12:30 Starting with Excel - Pivot Tables and Charts	10 13:30 Intro to Excel Layout & Formatting	11	12
14 16:30 Advanced Reflective Writing; Microsoft Teams Meeting; QAHE - Ace	15 12:30 Pivot Table PLUS Advanced	16	17 18:30 Reading an Academic Article ; Microsoft Teams Meeting; QAHE - Ace	18	19
21	22	23	24	25	26 15:00 Critically Building an Argument; QAHE - Ace
28 16:30 Excel for Calculations & Formulae	29 19:00 Paragraph Structure; QAHE - Ace	30 18:00 Critical Thinking for Your Studies; QAHE - Ace	1 May 16:30 Data Visualisation - Charts in Excel	2	3

<p>03-April Thursday 10:00 STUDY SKILLS Using Reading in your Writing (Essentials): A look at how and why writers incorporate ideas and details from their reading in their writing and how you can do this in your own assignments.</p>	<p>04-April Friday 10:00 STUDY SKILLS Using Reading in your Writing (Advanced): A look at some of the choices writers can make in introducing their reading in their writing and some problematic areas. Please have one of your own recent drafts or assignments available so that you can consider it in the light of our discussion.</p>	<p>08-April Tuesday 17:30 STUDY SKILLS Creating an Academic Poster: A look at some functions and purposes of academic posters, where to start, and using PowerPoint Features.</p>	<p>09-April Wednesday 12:30 EXCEL/DATA SKILLS Starting with Excel Pivot tables and charts: 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. Attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop.</p>
<p>10-April Thursday 13:30 EXCEL/DATA SKILLS Introduction to Excel Layout and Basic Formatting: 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.</p>	<p>14-April Monday 16:30 STUDY SKILLS Advanced Reflection: Looks at the importance of reflection, theoretical approaches and structure of reflective writing.</p>	<p>15-April Tuesday 12:30 EXCEL/DATA SKILLS Pivot Table PLUS (Advanced): 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.</p>	<p>17-April Thursday 18:30 STUDY SKILLS Reading an Academic Article: Discover techniques to take your reading ability further to better prepare you to use information in your assignments.</p>
<p>26-April Saturday 15:00 STUDY SKILLS Critically Building an Argument: Explores the differences between descriptive and critical writing and looks at how to develop a line of reasoning to build up arguments in your work.</p>	<p>28-April Monday 16:30 EXCEL/DATA SKILLS Excel for calculations and formulae: 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.</p>	<p>29-April Tuesday 19:00 STUDY SKILLS Paragraph Structure: This session examines what a paragraph is, its function within an assignment, its essential components, and possible structural options.</p>	<p>30-April Wednesday 18:00 STUDY SKILLS Critical Thinking for your Studies: This session will consider what critical thinking is in an academic context, and how it can be applied to reading sources and writing assignments.</p>
<p>1-May Thursday 16:30 EXCEL/DATA SKILLS Data Visualisation- Working with Charts in Excel: Learn how to determine the best type of chart to fit your data set and how to work with the chart elements.</p>			