

Microsoft Excel

Introduction

BSBITU304– Produce spreadsheets
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

2 Half Days

Cost

\$425 GST-free
Includes a \$45 training manual

Prerequisite

Experience with Windows.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Microsoft Excel.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon completion of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Microsoft Excel.

CONTENTS

Getting Started with Excel

- Start Excel
- Excel Environment
- Opening Workbooks
- Working with Menus
- Navigating around a Worksheet
- Closing Workbooks

Setting up a Workbook

- Creating a New Workbook
- Entering Data
- Editing and Deleting Data
- Undo Editing Changes
- Spell Check
- Saving the Workbook
- Additional Rows and Columns

Formatting a Worksheet

- Widen Columns and Rows
- Selecting Cells
- Formatting Cells
- Copying and Moving Data
- Inserting Objects
- Customising your Toolbar

Preparing to Print

- Previewing your Worksheet
- Adjusting Page Settings
- Adding a Header and Footer
- Print a Worksheet

Calculating Data

- Creating Formulas
- BODMAS Theory
- Using Functions
- Copying Formulas

Creating Charts

- Chart Components
- Chart Types
- Creating a Chart
- Formatting a Chart

Using Help

- Microsoft Excel Help
- Using the Office Assistant

COURSE OUTLINE

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NATIONALLY RECOGNISED
TRAINING

For bookings contact us on:

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