

Microsoft Excel

Power User

ICTICT308 Use advanced features of computer applications
Nationally Recognised Training

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

3 half days

Cost

\$550 GST– Exempt
includes a \$45 training manual

Prerequisite

Experience with Windows and
completed an Excel Intermediate
level course

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.



NATIONALLY RECOGNISED
TRAINING

For bookings contact:

Tel: (08) 8941 2344

Training@dhrc.com

www.dhrc.com

RTO # 6893

CONTENT

Formula Techniques

- Scoping a Formula
- Developing a Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Pasting Formulas as Pictures

Advanced Filters

- Understanding Advanced Filtering
- Using an Advanced Filter
- Extracting Records with Advanced Filter
- Using Formulas in Criteria
- Using Database Functions
- Using DSUM
- Using the DMIN Function
- Using the DMAX Function
- Using the DCOUNT Function

Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop-Down List
- Using Formulas as Validation Criteria
- Creating Invalid Data
- Removing Invalid Data Circles
- Copying Validation Settings

Goal Seeking

- Goal Seek Components
- Using Goal Seek

Data Tables

- Data Tables and What-If Models

- Using a Simple What-If Model
- Creating One-Variable Data Tables
- Using One-Variable Data Table
- Creating a Two-Variable Data Table

Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

Solver

- Understanding How Solver Works
- Setting Solver Parameters
- Adding Solver Constraints
- Performing the Solver Operation
- Running Solver Reports
- Refining Solver Answers

Pivot Tables

- Understanding Pivot Tables
- Creating a Simple PivotTable
- Dropping Fields Into a Pivot Table
- Filtering a Pivot Table
- Clearing a Report Filter
- Switching Pivot Table Labels
- Format a Pivot Table
- Using Compound Fields
- Counting in a Pivot Table
- Formatting Pivot Table Values
- Working with Pivot Table Grand Values
- Working With Pivot Table Sub Totals
- Finding the Percentage of a Total
- Finding the Difference From
- Grouping in Pivot Tables
- Creating Running Totals
- Creating Calculated Items

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COURSE OUTLINE

CONTENT (continued)

- Pivot Table Options
- Sorting in a Pivot Table

Linking Workbooks

- Linking Data in Excel
- Linking Within a Workbook
- Linking between Workbooks
- Updating Links between Workbooks

Data Consolidation

- Understanding Data Consolidation
- Consolidating with Identical Layouts
- Creating an Outlines Consolidation
- Consolidating with Different Layouts

Importing and Exporting

- Understanding Data Importing
- Importing From An Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting To Microsoft Word
- Exporting Data as Text

Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals with AutoFilter
- Installing the Conditional Sum Wizard
- Using the Conditional Sum Wizard
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro With Relative References
- Viewing a Macro

Recorder Workshop

- Preparing Data for an Application
- Recording a Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object



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COURSE OUTLINE