

# Microsoft Excel

## Power User

ICTICT308 - Use Advanced features of computer applications  
Nationally Endorsed Industry Competency

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

3 Half Days

#### Cost

\$475 GST-free  
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 us on:

**Tel: (08) 8941 2344**

**Fax: (08) 8941 0141**

**Training@dhrc.com**

**www.dhrc.com**

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### 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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