

Microsoft Excel

Intermediate

BSBITU402—Develop and use complex spreadsheets
Nationally Recognised Training

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

2 Half Days

Cost

\$445 GST— Exempt
includes a \$45 training manual

Prerequisite

Experience with Windows and
Excel Introductory Functions.

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.

CONTENT

Working with Workbooks

- Opening Workbooks
- Creating and Saving
Workspaces
- Closing Workbooks

Formula Referencing

- BODMAS Theory
- Relative Referencing
- Absolute Referencing
- Mixed Referencing

Linking Data

- Linking across Spreadsheets
- Linking across Workbooks
- Updating Links

Other Formula Options

- Range Names
- Creating Range Names
- Deleting Name Ranges
- Using Names for Constants
- Creating Names in External
Workbooks
- Creating a List of Names

Functions

- Insert Function Wizard
- Statistical Functions
- Financial Functions
- Lookup Functions

Managing Data

- Outlining
- Sorting Data
- Auto Filtering

Creating and Using Macros

- Exploring Macros
- Recording a Macro
- Running a Macro
- Assigning a Macro to a Button
- Deleting a Macro
- More Macros

Advanced Charting

- Changing the Chart Type
- Adding Data to a Chart
- Formatting Charts

COURSE OUTLINE

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For bookings contact us on:

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