Advanced Microsoft Excel

State ID: S0105P

About this course

Supercharge your Microsoft Excel ability and expand your knowledge in creating more productive workbooks.

In this one-day course we cover formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

Gain these skills:

- use the fill operations available to fill a data series
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use common worksheet functions
- create more complex formulas and functions
- create and use defined names in a workbook
- apply a range of numbers formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to read a desired result
- understand and use Excel's Quick Analysis tools
- create and work with tables
- use a range of elements and features to enhance charts

- select and change the format of objects in a chart

It is expected before you start that you can use Excel to create, edit, print and chart simple worksheets, you can understand ranges and copying and have knowledge of simple formulas such as SUM, AVERAGE, MAX and MIN.

Overview

This course will be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 2, 2020

Rockingham - Part Time-Classroom-Short Course-21/7-11/12

	When:	**Semester 2, 2020**
	How:	**Part Time**
	Fees:	**Non-concession** $200.00

Units

Core

National ID	Unit Title
S0105	Advanced Microsoft Excel