



RTO provider code: 60034

Business Skills
IT Solutions
Qualifications



Excel - Introductory

Day 1 of this course is our *Excel – Basics* course.

Day 2 of this course is Day 1 of our *Excel – Intermediate* course.

National Competency Standard (BSB)

BSBITU202 Create and use spreadsheets

BSBITU304 Produce spreadsheets

Objectives

Upon completion of this course, attendees will be able to design, create and print simple spreadsheets for use by others, produce a wide range of charts and process simple databases.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

2 Days

Course Outcomes

1. Use a wide range of calculations and basic functions.
2. Edit and manipulate data in a spreadsheet document.
3. Format and print a spreadsheet document according to specified criteria.
4. Design and create simple business systems using both single and multiple worksheets
5. Process simple databases
6. Create a wide range of charts.
7. Complete everyday tasks faster and more effectively.
8. Construct and enter formulae and functions relevant to a business environment.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

DAY 1

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

File and Window Management

- Starting Excel
- Creating a New Blank Document
- Saving a Document
- Closing an Excel Document
- Opening an Existing Document
- Using Save As
- Exiting Excel

Navigation and Data Entry

- What is Excel?
- The Structure of a Spreadsheet
- The Active Cell
- Entering Text
- Selecting Cells
- Changing Column Widths and Row Heights
- Cell Addressing
- Inserting and Deleting Rows and Columns

Basic Calculations

- The Basic Excel Formula
- Entering a Formula
- Using Brackets in a Formula

Basic Editing

- Cut and Paste
- Copy and Paste
- Undo and Redo
- Autofill
- Absolute Cell References

Basic Formatting

- General Formatting
- Formatting Buttons on the Ribbon
- The Formatting Dialog
- Number Formatting
- Date and Time Formatting
- Cells Remember Formats

Basic Functions

- The Structure of a Function
- Inserting a Function
- Sum
- Max
- Min
- Average
- Count Numbers

Viewing and Printing

- Views
- Page Setup
- Split Window
- Freeze Panes
- Gridlines
- Print Options

DAY 2

Pre-Course Review

Design Considerations

- Protection
- Hiding Rows and Columns
- Comments

Templates

- Creating a New Template
- Saving as a Template
- Using a Template from The Default Location
- Using a Template from Another Location
- Modifying the Original Template

Basic Sheet Layout

- Basic Factors Affecting Layout

Multiple Sheets

- Basic Sheet Operations
- Setting up a MultiSheet Workbook
- Creating a Simple Formula across Sheets
- Creating a Statistical Function across Sheets

Working with Data

- When Not to Use Excel to Store Data
- When can Excel be Used to Store Data?
- Find and Replace
- Sorting
- Filtering
- Creating a Table
- Managing a Table
- Splitting Columns

Basic Charts

- Creating a New Chart
- The Chart Ribbon Tabs
- Chart Types
- Source Data
- Chart Options
- Chart Location
- Formatting Chart Elements

Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total
- Running Total