



Analyse with Impact: Excel Intermediate

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$700

Duration – 2 Days

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email:

bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code:

BSBTEC402 – Design and produce complex spreadsheets

Course Objectives

Upon completion of this course, attendees will have a strong skill base for developing and maintaining effective workplace spreadsheets.

Course Content

Design Considerations

- Protection
- Hiding Rows and Columns
- Comments and notes

Templates

- Creating, saving and using a template
- Modifying a Template

Basic Sheet Layout

- Basic Factors Affecting Layout
- Designing a workbook

Multiple Sheets

- Basic Sheet Operations
- Simple Formulas across Sheets
- Statistical Functions across Sheets

Working with Data

- Deciding whether data should be stored in Excel
- Find and replace, sorting and filtering
- Tables

Basic Charts

- Chart Types, options and location
- Formatting Chart Elements

Useful Calculations

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

Worksheet Design

- Formula auditing and evaluation
- Validation
- Naming Cells and Ranges

Outlining

- Outlining Concepts
- Creating an Outline

Linking Workbooks

- Referencing an External File
- Data Consolidate
- Hyperlinks

Custom Formatting

- Formatting numbers using codes
- Format Codes for Dates and Times
- Conditional Formatting

More Functions

- Numeric and Time Functions
- Text Functions
- Logical and Lookup Functions

Macros

- Macro Security and file types
- Recording and replaying a macro

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.