



Excel with Confidence - Excel Introductory

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 Codes:

BSBTEC302 – Design and produce Spreadsheets

BSBTEC301 – Design and produce business documents (partial)

BSBTEC201 – Use business software applications (partial)

Note: both BSBTEC301 and BSBTEC201 require enrolment in Word Essentials (Day 1 only)

Course Objectives

In this course, you will learn to produce documents with a wide range of complex layouts and formats and work with long documents.

Learning Outcomes

Navigation and Data Entry

- The Structure of a Spreadsheet
- Entering Text and selecting cells
- Changing Column Widths and Row Heights
- Cell Addressing
- Inserting and Deleting Rows and Columns

Basic Calculations

- Entering a Formula
- Using Brackets in a Formula

Basic Editing

- Cut, copy and Paste, Undo and Redo
- Autofill
- Absolute Cell References

Basic Formatting

- Formatting buttons on the Ribbon
- The formatting dialog
- Number date and time formatting

Basic Functions

- Inserting a Function
- Sum, Max, Min, Average and Count

Viewing and Printing

- Views and Printing options

Design Considerations

- Protection
- Hiding Rows and Columns
- Comments and notes

Templates

- Creating, saving and using templates
- Modifying a Template

Basic Sheet Layout

- Guidelines for designing a workbook

Multiple Sheets

- Sheet Operations
- Creating formulas across Sheets

Working with Data

- Find and Replace
- Sorting and filtering
- Tables

Basic Charts

- Creating a New Chart
- Choosing a chart type
- Source Data, options and location
- Formatting Chart Elements

Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total

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.