



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

Excel - Intermediate

Day 1 of this course is Day 2 of our Excel – Introductory course.

Day 2 of this course is Day 1 of our Excel – Advanced course.

National Competency Standard (ICT):

BSBITU314 Design and produce spreadsheets

Course Objectives

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

Pre-Requisites

*****IMPORTANT*****

All participants attending this course **MUST** have skills equivalent to those covered in the first day of the Introductory course including the ability to construct basic formulas, use functions and format numbers, dates and times. The following questions will assist in determining this.

Can you:

- Create a formula that takes a number in one cell, multiplies it by a number in another cell and displays the correct answer in such a way that it will automatically update if either of the numbers changes?
- Use Excel functions to calculate the total and average of a column of numbers?
- Create a formula once and then copy it through a range of cells, using absolute cell references where necessary to ensure that the copies reference the correct data?

If you are booking on behalf of other people, it is important that you confirm directly with them that they can answer yes to the above questions before proceeding.

Duration

2 Days.

Course Outcomes

1. Design and create simple business systems using both single and multiple worksheets.
2. Manage files and templates more effectively.
3. Create simple charts.
4. Process simple databases
5. Design more advanced spreadsheet solutions.
6. Design spreadsheet solutions that require linked workbooks and linked applications.
7. Perform advanced formatting operations.
8. Construct and enter formulae and functions relevant to a business environment.
9. Use the full range of functions

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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

Course Content

DAY 1

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

DAY 2

Course Overview

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

Worksheet Design

- Formula Auditing
- Formula Evaluation
- Validation
- Named Cells

Outlining

- Outlining Concepts
- Creating an Automatic Outline
- Creating a Manual Outline
- Copying from an Outline
- Removing an Outline

Linking Workbooks

- Referencing an External File
- Paste Link
- Data Consolidate
- Hyperlinks

Custom Formatting

- Creating a Custom Format
- Format Sections for Numbers
- Format Codes for Numbers
- Format Codes for Dates and Times
- Conditional Formatting

More Functions

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