



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

Excel - Introductory

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

National Competency Standard (ICT):
BSBITU212 Create and use spreadsheets

Course 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(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.

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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

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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