



Microsoft Excel – Beyond Basics

Spreadsheets are commonplace in the office environment. This hands-on course gives a practical overview of Microsoft Excel, the industry standard spreadsheet software program, from the basics of data entry to automated calculations – simple and advanced, financial and statistical analysis, and charting.

Designed for

Anyone who wants to process numerical data – great for personal or home use, essential for small business and large organisations.

Course outcomes & benefits

A practical learning experience which will guide you in the creation of spreadsheets using simple and more advanced techniques.

Course Content

- Getting Started With Excel 2007
- Spreadsheet Basics
- Using Excel
- Working With Worksheets
- Formatting
- Formulas
- Printing and Preparation
- Functions
- Charts
- Illustrations
- Tables
- Templates
- PivotTables
- Simple Macros

Duration & course dates

2 days 31 March & 01 April; 18 & 19 June; 24 & 25 Aug; 30 Nov & 01 Dec

Investment

\$725

Assessment

There is no assessment on this course.

Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

Program code EXB

LEARN4LIFE

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