

Course Outline

Excel

Excel Level 1

Aimed at the novice user who need to know the essentials for creating financial documents

Excel Level 2

Aimed at the self taught or anyone who is familiar with the essentials of financial documents & wants to create budgets & financial reports

Excel Level 3

Aimed at anyone who wants to used advanced financial analysis techniques

VBA for Excel

Aimed at the Power User or anyone who wants to put their Excel strength to work

Microsoft Excel 2003 - Level 1 Essentials for creating Financial Documents

Course Description

The skills and knowledge covered in this book are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs, and managing small lists.

Outcomes

At the completion of this course, participants will be able to:

- Create, modify, save, and close a simple workbook
- Select ranges of cells in a workbook
- Create formulas that perform calculations in a workbook
- Copy and fill data in a workbook
- Create and work with functions in a workbook
- Print data in a workbook
- Create a variety of charts (graphs) in Excel
- Access and use the help system and work safely with your computer.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



Australian
Government
Endorsed
Supplier
Supporting
Australian Business



Learning Solutions

Partner

Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

Nationally Accredited Training

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105. Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.

(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The appropriateness of Spreadsheets

Ø Excel 2003 Orientation

- The Excel 2003 Screen
- Understanding The Workbook
- Moving The Cell Pointer
- Moving about The Workbook
- Using Go To
- Menus and Toolbars
- Using Menus and Toolbars
- Using Context Sensitive Menus

Ø a Simple Workbook

- Creating a New Workbook
- Entering Data In a Workbook
- Saving a New Workbook
- Opening a Saved Workbook
- Creating an Input Range
- Saving Your Work
- Essential Formatting
- Column Best Fit
- Closing a Workbook

Ø Selecting Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations

Ø Formulas

- Understanding Formulas
- Formulas That add
- The Sum Function
- Formulas That Subtract
- Formulas That Multiply and Divide
- Referential Formulas
- What If Formulas
- More Complex Formulas
- Formula Error Checking
- Common Error Messages

Ø Copying and Filling

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To another
- Copying From One Cell To Multiple Cells
- Copying From Many Cells To Many Cells
- Copying Relative Formulas
- Copying To a Non-Contiguous Range

Ø Working With Functions

- Functions
- Typing a Sum Function
- Summing Non-Contiguous Ranges
- Calculating an average
- The Maximum Function
- The Minimum Function

Ø Printing

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling To Fit
- Printing To Multiple Pages
- Creating Page Headers and Footers
- Formatting Headers and Footers
- Printing Formulas

Ø Charting

- Using The Chart Wizard
- Choosing The Chart Type
- Changing The Chart Type
- Modifying a Chart
- Printing a Chart
- Creating a Pie Chart
- Creating a Bar Chart
- Moving a Chart
- Deleting a Chart

Ø General Computer Usage

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Understanding a Help Window
- Disabling and enabling Online Content
- Displaying and Using The Office assistant
- Customising and disabling The Office assistant
- Screen Tips and Dialog Box Help
- Setting Up an Ergonomic Workstation
- Breaks and Exercises