

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 use 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 2

Managing Budgets & Financial Reporting

Course Description

This course shows you how to work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

Outcomes

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

- Work with one or more workbooks at once
- Use a range of techniques to work with worksheets
- Adjust the sizing of columns and rows in a workbook
- Use a variety of viewing techniques to view worksheets
- Format cells in a workbook
- Understand and use absolute referencing in a workbook
- Use the fill techniques to enter data into cells
- Use a range of logical functions.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



Learning Solutions

(1300 86 87246
1300 TO TRAIN

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.

Course Outline

Ø Working With Workbooks

- The Open Dialog Box
- Opening A Workbook
- Closing A Workbook
- Opening Multiple Workbooks
- Opening Recently Used Workbooks

Ø Working With Worksheets

- Copying A Worksheet
- Renaming Worksheets
- Moving Worksheets
- Inserting And Deleting Worksheets
- Grouping Worksheet

Ø Adjusting A Worksheet

- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Resizing Columns
- Resizing Rows
- Hiding Grid Lines

Ø Viewing Worksheets

- Freezing Columns And Rows
- Splitting Windows
- Using Zoom
- Hiding Rows And Columns

Ø Formatting Cells

- Using The Font Tools
- Using The Alignment Tools
- Using The Number Tools
- The Format Cells Dialog Box
- Formatting Fonts Using the Menu
- Superscript Subscript & Strikethrough
- Changing Horizontal Alignment
- Centering Across A Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates
- Formatting Numbers

- Formatting Currency
- Creating Custom Formats
- Borders And Shading
- Clearing Cell Formats

Ø Absolute Referencing

- Absolute And Relative Referencing
- Problems With Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References

Ø Filling Series

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Series
- Modifying And Deleting Custom Series

Ø Labels And Names

- Labels And Names Explained
- Accepting Labels In Formulas
- Using Text Labels
- Creating Labels
- Creating Names Using The Name Box
- Using Names To Select Cells
- Using Names In Formulas
- Creating Names Between Workbooks
- Creating Names For Constants
- Creating A List Of Names
- Creating The Range For Names
- Deleting Names

Ø Logical Functions

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values Using IF
- Nesting An IF Function
- Printing a Chart
- Using The AND Function
- Using The OR Function
- Using The NOT Function

Ø Lookup Functions

- Requirements Of Lookup Functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP For Exact Matches
- The INDEX Function

Ø Sorting

- Performing A Simple Sort
- Sorting On More Than One Column
- Sorting Numbers
- Sorting By Rows

Ø AutoFilter

- Applying & Using AutoFilter
- Creating Compound Filters
- Creating Custom Filters
- Multiple Value Criteria
- Using Wildcards In Custom Criteria