

Develop and Use Complex Spreadsheets (BSBITU402A)

Who is this course for?

This course is designed for users with good working knowledge of Excel, and covers the advanced features of Excel, enabling the student to design and produce complex spreadsheets. If in doubt of your expertise, we recommend attending the Excel Intermediate course first.

The course is mapped to the national competency standard BSBITU402A, Develop and Use Complex Spreadsheets, and enables students to complete the assessment tasks* for a Certificate IV in this competency.

Duration:	2 days
Time:	9:00 am to 4:00 pm
Cost:	\$408.00
Class size:	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
Includes:	Course manual, morning and afternoon tea
Certificate:	A Certificate of Attendance is provided on completion



What will you learn in this course?

- use a range of formula techniques
- use a range of logical functions
- use the mathematical functions in Excel
- use the statistical function in Excel
- use a variety of Financial functions
- use the date and time functions to perform calculations
- use a range of lookup and reference functions
- use a range of techniques to work with worksheets
- use data linking to create more efficient workbooks
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- use a range of techniques to enhance charts
- apply a variety of page setup techniques
- import data into Excel and export data from Excel
- create and use templates in Microsoft Excel
- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- find the information you need in Help
- work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

Charge for assessment for BSBITU402A: \$50.00

To register, please complete a Course Registration Form.

Available from:

www.hb.net.au

Email: training@hb.net.au

Telephone: (07) 4639 4410



a 4 Laurel Street, Toowoomba QLD 4350
t 07 4639 4410 **f** 07 4639 4431
e training@hb.net.au
w hb.net.au

