

Produce Spreadsheets (BSBITU304A)

Who is this course for?

This course is designed for users with a basic knowledge of the purpose and features of Excel, who wish to expand upon their knowledge. It builds on the Excel Essentials course to provide the skills to design and use spreadsheets in a business environment.

It is mapped to the national competency standard BSBITU304A, Produce Spreadsheets, and enables students to complete the assessment tasks* for a Certificate III in this competency. (Note that this competency standard requires that you can also use Microsoft Word.)

Duration:	1 day
Time:	9:00 am to 4:00 pm
Cost:	\$234.00
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?

- understand the origins of and basic uses for spreadsheets
- work within the basic Excel environment
- create a new workbook
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- copy and paste data in Excel
- understand and use formula cell referencing to create more complex formulas
- make changes to data in a workbook
- use font formatting techniques to greatly enhance the look of a worksheet
- understand and use the number formatting features in Excel
- align the contents of cells in a number of ways
- apply conditional formatting to ranges in a worksheet
- work with various elements of a worksheet
- apply a variety of page setup techniques
- create and work with headers and footers
- save workbooks in a variety of formats
- create effective charts in Microsoft Excel
- use a range of techniques to enhance charts
- 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 BSBITU304A: \$50.00

To register, please complete a Course Registration Form.

Available from:

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