Excel Introductory

National Competency Standard

BSBTEC302 – Design and produce Spreadsheets

Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Course Objectives

Upon completion of this course, attendees will be able to design, create and print simple spreadsheets for use by others, produce a wide range of charts and process simple databases.

Learning Outcomes

- Use a wide range of calculations and basic functions.
- Edit and manipulate data in a spreadsheet document.
- Format and print a spreadsheet document according to specified criteria.
- Design and create simple business systems using both single and multiple worksheets
- Process simple databases
- Create a wide range of charts.
- Complete everyday tasks faster and more effectively.
- Construct and enter formulae and functions relevant to a business environment.

Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activites completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: $195
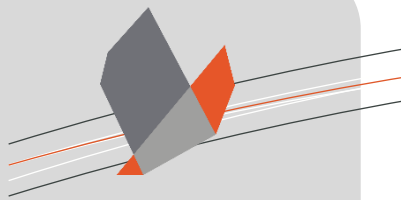
Excel Introductory Course Content

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delievered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

File and Window Management

- Starting Excel
- Creating a New Blank Document
- Saving a Document
- Closing an Excel Document
- Opening an Existing Document
- Using Save As
- Exiting Excel

Navigation and Data Entry

- What is Excel?
- The Structure of a Spreadsheet
- The Active Cell
- Entering Text
- Selecting Cells
- Changing Column Widths and Row Heights
- Cell Addressing
- Inserting and Deleting Rows and Columns

Basic Calculations

- The Basic Excel Formula
- Entering a Formula
- Using Brackets in a Formula

Basic Editing

- Cut, copy and Paste
- Undo and Redo
- Autofill
- Absolute Cell References
- Basic Formatting
- General Formatting
- Formatting Buttons on the Ribbon
- The Formatting Dialog
- Number Formatting
- Date and Time Formatting

Basic Functions

- The Structure of a Function
- Inserting a Function
- Sum, Max, Min, Average and Count

Viewing and Printing

- Views
- Page Setup
- Split Window and Freeze panes
- Gridlines
- Print Options

Design Considerations

- Protection
- Hiding Rows and Columns
- Comments

Templates

- Creating a New Template
- Saving as a Template
- Using a Template from The Default Location
- Using a Template from Another Location
- Modifying the Original Template

Basic Sheet Layout

- Basic Factors Affecting Layout

Multiple Sheets

- Basic Sheet Operations
- Setting up a MultiSheet Workbook
- Creating a Simple Formula across Sheets
- Creating a Statistical Function across Sheets

Working with Data

- When Not to Use Excel to Store Data
- When can Excel be Used to Store Data?
- Find and Replace
- Sorting
- Filtering
- Creating a Table
- Managing a Table
- Splitting Columns

Basic Charts

- Creating a New Chart
- The Chart Ribbon Tabs
- Chart Types
- Source Data
- Chart Options
- Chart Location
- Formatting Chart Elements

Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total
- Running Total