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*Discover
yourself...*

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Excel (Advanced)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Understand important terms and shortcut keystrokes
- Record and edit simple macros
- Analyse worksheet models using what-if analysis, goal seeking, and sensitivity analysis
- Exchange data with other applications
- Increase productivity
- Develop lookup tables and data tables

COURSE PRE-REQUISITES

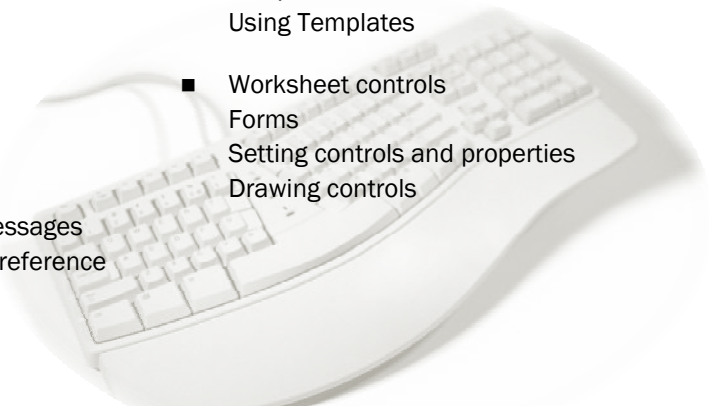
- Basic knowledge of the operating system (such as Windows 98, XP)
- Completion of Intermediate Microsoft Excel (or equivalent experience)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

- Scenarios
 - Setting up a model
 - Creating scenarios
 - Showing scenarios
 - Editing scenarios
- Macros
 - Understanding relative and absolute macros
 - Recording a macro
 - Running a macro
 - Deleting a macro
 - Editing a macro
- Auditing
 - Understanding error messages
 - Understanding circular reference
 - The audit trail in Excel
- Macro Buttons
 - Creating macro buttons
- Data Tables
 - Working with one changing variable
 - Working with two changing variables
- Templates
 - Using Templates
- Worksheet controls
 - Forms
 - Setting controls and properties
 - Drawing controls



Learn to suit your lifestyle and work commitments...