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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 (Basic)

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 the purpose and use of spreadsheets
- Create a worksheet and enter text, numbers, formulas, etc.
- Edit data in the worksheet
- Open, close and save worksheets
- Use the Help capabilities

COURSE PRE-REQUISITES

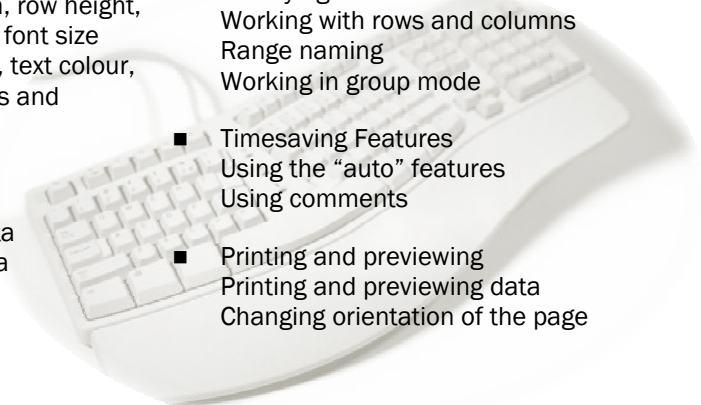
- Basic computer terminology (creating files, folders / directories, mouse, keyboard)
- Basic knowledge of the operating system (such as Windows 98, XP)

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

- **Creating Worksheets**
Understanding data types
Navigating the worksheet, moving around the worksheet
Entering data, editing cells, undoing unwanted changes, selecting ranges
Creating a new blank workbook
- **File Operations**
Naming, saving and closing a workbook
Opening existing workbooks
Handling multiple workbooks
Arranging workbooks
- **Formatting the Worksheet**
Changing columns width, row height, alignment, text rotation, font size
Applying font formatting, text colour, number formats, borders and shading
Copying formatting
AutoFormatting ranges
- **Moving and Copying Data**
Moving and copying data
Using AutoFill
- **Working with Sheets**
Moving between worksheets
Renaming worksheets
Moving and copying worksheets
Adding new worksheets
Deleting worksheets
- **Formulas and Functions**
Constructing a formula
Copying formulas
Understanding functions
Using AutoSum
Range Finder
Using functions
- **Modifying the Worksheet**
Working with rows and columns
Range naming
Working in group mode
- **Timesaving Features**
Using the "auto" features
Using comments
- **Printing and previewing**
Printing and previewing data
Changing orientation of the page



Learn to suit your lifestyle and work commitments...