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#### REGISTERED TRAINING ORGANISATION

#### Nationally Recognised Qualifications Certificate

##### Business Services (BSB)

- Business
- Business Administration
- Customer Engagement
- Recordkeeping

##### Financial Services (FNS)

- Bookkeeping

#### 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

Established 1989

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# Microsoft Excel

## INTERMEDIATE

### TRAINING DELIVERY MODE

One day facilitated workshop

### LENGTH OF STUDY

8 hours

### COURSE OBJECTIVE

This workshop is focussed on developing your spreadsheeting skills with a focus on increasing productivity. You will learn more about key functions, tips and tricks when using one of the most popular software packages on the market today. After completing this course, participants should be able to:

- Graph your data using charting facilities
- Use the various types of worksheet functions, including financial, mathematical and statistical functions
- Open multiple windows and control the way these windows display on your screen
- Work with multiple worksheets using features such as linking, consolidation, group editing, and workbooks
- Improve the appearance of worksheets and charts



### COURSE PRE-REQUISITES

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

### COURSE OUTLINE

- ⇒ **Relative and absolute cell addressing**  
Understanding cell addressing  
Using relative and absolute cell references
- ⇒ **Outlining**  
Automatic outlines  
Clearing an outline  
Collapsing and expanding outlines  
Manually creating outline groups
- ⇒ **Review of Functions**  
SUMPRODUCT function  
SUMIF function  
VLookup function  
IF function
- ⇒ **Consolidating and Linking**  
Consolidating worksheets
- ⇒ **Protecting Data**  
Protecting cells, worksheets and workbooks  
Hiding rows and columns  
File protection
- ⇒ **Manipulating Data Lists**  
Sub total lists
- ⇒ **Goal Seeking**  
Using goal seek
- ⇒ **Data Forms**  
Using a form to enter data  
Using criteria to find records
- ⇒ **Data Sorting and Filtering**  
Sorting Data  
Autofiltering data  
Advanced filtering