NDA Tasmania

Microsoft Excel Training

Long, long ago, before generation Y, before generation X, in the time of the baby boomers, there was Visicalc. And the IT Department saw Visicalc and liked it, and it shone a light into many dark places.

Eons passed, generations came and went, and a shadow fell across Visicalc. And the shadow was Lotus 123. And the IT Department liked that as well, and Lotus 123 became the home of the Bean Counters who trecked forth from the IT Department and performed many wondrous feats.

More time passed and Microsoft invented Excel and all the people became Bean Counters - "*Je suis un haricot comptoir*" they cried! Sadly the IT Department was displeased, as the Beans were not always well counted and some Beans were lost and there was much wailing and gnashing of teeth.

So the IT Department instructed the people to go forth to NDA's **Excel Training Courses** and multiply, and also divide, subtract and add, in the prescribed manner to find the missing Beans. And while they were about it, learn the difference between relative and absolute cell references, explore the mysteries of the F4 key, make charts and databases, link worksheets, make pivot tables, create macros...

Today's Tip

BODMAS stands for **B**rackets, p**O**wer, **D**ivide, **M**ultiply, **A**dd and **S**ubtract. This describes the sequence in which mathematical expressions are evaluated. Understanding BODMAS is essential to entering correct formulas into a spreadsheet.

What clients say about NDA's Excel training

I'*ve come away from the course with a much better understanding on how to work with Excel, I essentially knew nothing prior to this course. Wayne explained things in a very easy to understand and*

Do yourself a Fava and make sure your beans are lined up correctly with an Excel training course from NDA.

Excel Introductory $480:

- Hobart 3/4 May
- Launceston 2/3 May
- Devonport 2/3 May

Excel Advanced $480:

- Hobart 11/12 May
- Launceston 4/5 May
- Devonport 4/5 May

Be recognised for your skills

You can be assessed in the nationally-accredited units of competency aligned to these courses and receive a Statement of Attainment for:

- **BSBITU202 Create and use spreadsheets**
- **BSBITU402 Develop and use complex spreadsheets**

The cost of the optional assessment is **$110 per unit** and confirms your skills in the areas covered by the courses.

What else is coming up soon?

A reminder that our popular **Microsoft Word** courses will be running next month:

Word Introductory $480:

- Hobart 15/17 May
- Launceston 16/17 May
- Devonport 15/17 May

Word Advanced $480:

- Hobart 18/19 May
- Launceston 18/19 May
- Devonport 18/19 May

uncomplicated way which allowed me to apply what he said in a practical sense. I feel confident to go and apply everything learned over the two days in a work capacity.
FS, DHHS, Excel Intro

It was a great experience. I have learnt great new skills from attending this course. Thank you.
TR, Work & Training, Excel Intro

Very well organised, best training I've ever done.
JN, Cradle Coast, Excel Intro

Instructor was very knowledgeable of the subject he was teaching. This course is a must have and NDA taught this very well.
AM, SRT Logistics, Excel Intermediate

Sally was terrific, no question was too much trouble, she took the time out when needed. Information was imparted in a clear

Get in touch now to secure your place for these sessions, as we have a limited number of spaces still available!

Call Janelle today on **6334 4910** or email info@nda.com.au to register

and concise manner in terms that we all understood.
JG, Ameropa Australia, Excel Intermediate

The two days went at a good pace and there wasn't a feeling of being lost at any point. There was ample chance to ask questions and review anything not fully understood at first.
TS, TasFresh, Excel Advanced

Great course, learnt lots and enjoyed it thoroughly.
NK, Timberlink Australia, Excel Advanced

I appreciated the easily followed content and the regular intervals to stretch my legs. Very relaxed atmosphere.
CM, Gradco PL, Excel Advanced