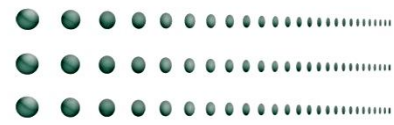




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## Excel - Introductory

Day 2 of this course is Day 1 of our Excel – Intermediate course.

National Competency Standard (ICT):

[BSBITU202 Create and use spreadsheets](#)

[BSBITU304 Produce spreadsheets](#)

### 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.

### Pre-Requisites

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

### Duration

2 Days

### Course Outcomes

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

### Optional Assessment

This is 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

# Excel - Introductory

## Course Content

### DAY 1

#### Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

#### 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 and Paste
- 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
- Cells Remember Formats

#### Basic Functions

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

#### Viewing and Printing

- Views
- Page Setup
- Split Window
- Freeze Panes
- Gridlines
- Print Options

### DAY 2

#### Pre-Course Review

#### 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

# Excel - Introductory