



# NDA

# TRAINING TASMANIA

*nurture - develop - achieve*

## Excel Intermediate

### Course Cost

\$ 700

### Duration

2 Days

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website:

[www.nda.com.au](http://www.nda.com.au)

If there are no dates listed, please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

to express interest in the course.

### More Information

For more information on any of our courses or services please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

or visit the NDA website at:

[www.nda.com.au](http://www.nda.com.au)

### National Competency Standard

BSBTEC402 - Design and produce complex spreadsheets

### Prerequisites

Knowledge and skills equivalent to Day 1 of NDA's Introductory course.

### Course Objectives

Upon completion of this course, attendees will have a strong skill base for developing and maintaining effective workplace spreadsheets.

### Learning Outcomes

- Design and create simple business systems using both single and multiple worksheets
- Manage files and templates more effectively
- Create simple charts
- Process simple databases
- Design more advanced spreadsheet solutions
- Design spreadsheet solutions that require linked workbooks and linked applications
- Perform advanced formatting operations
- Construct and enter formulae and functions relevant to a business environment
- Use the full range of functions

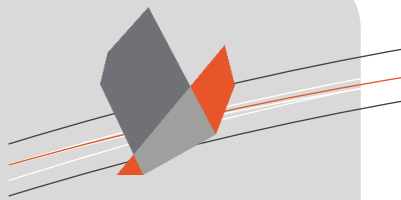
### Optional Assessment

This course is part of 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 of competency aligned to the training course.

Exercises and activities 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.

**PER UNIT FEE: \$195**



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## Excel Intermediate Course Content

### RTO Provider:60034

#### NDA Launceston

Level 1, 65 St John Street  
Launceston TAS 7250  
03 6334 4910

#### NDA Hobart

Level 3, 110 Collins Street  
Hobart TAS 7000  
03 6224 2660

#### NDA North West

4B, 21 Alexandra Road  
Ulverstone TAS 7315  
03 6423 4547

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

#### Design Considerations

- Protection
- Hiding Rows and Columns
- Comments

#### Templates

- Creating a New Template
- Saving as a Template
- Using a Template
- Modifying the Original Template

#### Basic Sheet Layout

- Basic Factors Affecting Layout

#### Multiple Sheets

- Basic Sheet Operations
- Setting up a MultiSheet Workbook
- Simple Formulas across Sheets
- Statistical Functions across Sheets

#### Working with Data

- When Not to Use Excel to Store Data
- When to use Excel to Store Data
- Find and Replace
- Sorting
- Filtering
- Creating a Table
- Managing a Table
- Splitting Columns

#### Basic Charts

- Creating a New Chart
- Chart Types
- Source Data
- Chart Options
- Chart Location
- Formatting Chart Elements

#### Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total
- Running Total

#### Worksheet Design

- Formula Auditing
- Formula Evaluation
- Validation
- Naming Cells and Ranges

#### Outlining

- Outlining Concepts
- Creating an Automatic Outline
- Creating a Manual Outline
- Copying from an Outline
- Removing an Outline

#### Linking Workbooks

- Referencing an External File
- Paste Link
- Data Consolidate
- Hyperlinks

#### Custom Formatting

- Creating a Custom Format
- Format Sections for Numbers
- Format Codes for Numbers
- Format Codes for Dates and Times
- Conditional Formatting

#### More Functions

- Numeric and Time Functions
- Text Functions
- Logical and Lookup Functions

#### Macros

- The Developer Tab
- Macro Security
- Macro File Types
- Recording a Macro
- Replaying a Macro
- Creating a Macro in the VB Editor
- Editing a Macro
- Assigning Macros to the Ribbon, Quick Access Toolbar and Keyboard Shortcut
- Assigning Macros to Objects