



# IAA34 Microsoft Excel Advanced Skill Set

National ID: IAA34 | State ID: IAA34

## About this course

### Develop skills in advanced analysis and automation tools using Microsoft Excel.

This course teaches participants how to successfully produce spread sheets for their business management and information analysis needs.

Topics covered:


- Lookup and reference functions
- Modifying Excel options
- Customised formatting of charts
- Labels and names in a workbook
- Data protection
- Summaries using subtotals
- Data linking and consolidation
- Pivot tables, group cells and outlines
- Using the solver tool
- Using macro recorder

## Overview

## Semester 2, 2019

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### Karratha Campus - 6 November - 11 Decmeber, 2019

-  Duration: **2 Days**
-  When: **Semester 2, 2019**
-  How: **Face-to-face classroom delivery**

## Units

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This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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## Core

National ID	Unit Title
BSBITU402	Develop and use complex spreadsheets

## Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and



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fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**



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