



Microsoft Excel Advanced Skill Set

State ID: IAA34

About this course

Your health and safety is important to us.

Spaces are limited in face-to-face classes to adhere to social distancing guidelines. Additional hygiene protocols will be implemented and other controls may apply. Students must follow the directions of the lecturer to ensure the health and safety of all students and teaching staff.

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

LOWER FEES LOCAL SKILLS



This course is part of the [Lower fees, local skills](#) initiative, allowing you to pay just half of the standard course fees for training in 2020-21.

The following people will be eligible for the \$400 annual course fees cap under *Lower fees, local skills*.




- All persons aged 15—24 years, not enrolled at school
- Persons and dependents of persons holding:
 - a pensioner concession card;
 - a repatriation health benefits card issued by the Department of Veterans' Affairs; or
 - a Health Care Card
- Persons and dependents of persons in receipt of the Youth Allowance, AUSTUDY or ABSTUDY
- Persons and dependents of persons who are inmates of a custodial institution

Please note that only course fees are half price for the *Lower fees, local skills* qualifications. You may be required to pay other fees that apply to your course. For more details about how the half price course fees and annual fees cap work, please read our FAQs or contact us.

Overview

Semester 2, 2020

Broome Campus

-  Duration: **2 Days**
-  When: **7 - 8 December, 2020**
-  How: **Face to face**



Fee:

Lower fees, local skills price

Full fee: \$111.70

Concession: \$43.30

Units

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