



# 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 1, 2020

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### 2 - 3 April, 2020

-  Duration: **2 Days**
-  Where: **Broome Campus  
Karratha Campus  
Pundulmurra (South Hedland) Campus**
-  When: **Semester 1, 2020**
-  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

[Click here to view North Regional TAFE's 2020 indicative fees.](#) 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](#).



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Western Australia.*

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



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