



IAA36 Microsoft Excel Introduction Skill Set

National ID: IAA36 | State ID: IAA36

About this course

Develop your skills in Microsoft Excel

This course is designed to give participants a thorough understanding of Microsoft Excel 2013 and its uses.

Participants will learn how to:

- Open, navigate and create new workbooks and worksheets
- Understand and work with ranges in a worksheet
- Understand, create and work with formulas and functions to perform calculations
- Understand and use formula cell referencing to create more complex formulas
- Use font formatting techniques to enhance the look of a worksheet
- Print workbook data
- Use a number of formatting features and create effective charts

Off campus delivery - Onslow - 27 August, 2019

Date: Tuesday 27 August

Time: 8:30am - 4:30pm

Where: Upstairs at The Beach Resort, Cnr Second Avenue & Third Street, Onslow

Contact: Onslow Chamber of Commerce to enrol: 9184 6182

Overview

Semester 2, 2019

Broome Campus - 30 August, 2019

-  Duration: **1 Day**
-  When: **Semester 2, 2019**
-  How: **Face-to-face classroom delivery**

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
BSBITU212	Create and use 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



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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 fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.



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