



Microsoft Excel Introduction Skill Set

State ID: IAA36

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 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

Overview

Semester 2, 2020

Broome Campus

-  Duration: **1 Day**
-  When: **6 November, 2020**
-  How: **Distance learning**
-  Fee: **Full fee: \$102.20
Concession: \$34.00**

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