



# 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

## Overview

### Semester 1, 2020

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## 9 - 10 March, 2020

-  Duration: **1 Day**
-  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
BSBITU212	Create and use 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](#).

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