



# IAA40 Microsoft Excel Intermediate Skill Set

National ID: IAA40 | State ID: IAA40

## About this course

**Develop your skills in Microsoft Excel with this intermediate level course.**

### This course covers:

- Fill operations within a data series
- Moving the content of cells and ranges
- Formula techniques
- Logical functions
- Number formatting techniques
- Conditional formatting and borders
- Techniques to enhance charts
- Text formatting techniques

## Overview

**Semester 2, 2019**

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## Karratha Campus - 17 October, 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
BSBITU314	Design and produce 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 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.**