



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 1, 2020

1 April, 2020

-  Duration: **1 Day**
-  When: **Semester 1, 2020**
-  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.

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.

Core

National ID	Unit Title
BSBITU314	Design and produce 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.