



# Microsoft Excel Intermediate Skill Set

State ID: IAA40

## 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 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, 2020

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#### Karratha Campus

-  When: **21 October, 2020**
-  How: **Face to face**
-  Fee: **Full fee: \$127.85**  
**Concession: \$42.60**

#### 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
BSBITU314	Design and produce spreadsheets