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*Discover
yourself...*

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Excel (Intermediate)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Graph your data using charting facilities
- Use the various types of worksheet functions, including financial, mathematical and statistical functions
- Open multiple windows and control the way these windows display on your screen
- Work with multiple worksheets using features such as linking, consolidation, group editing, and workbooks
- Improve the appearance of worksheets and charts

COURSE PRE-REQUISITES

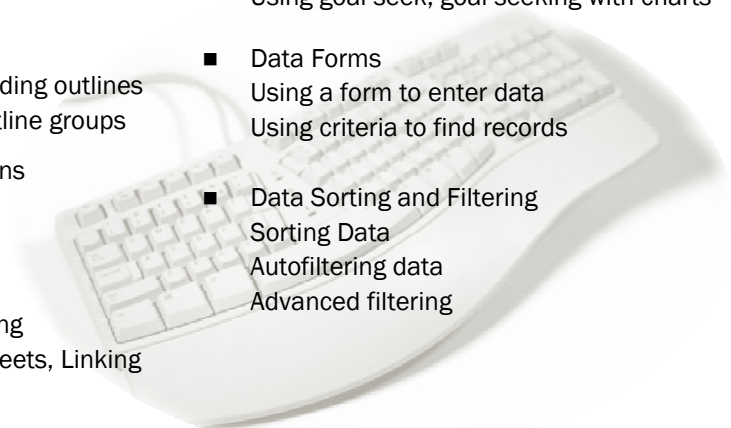
- Basic knowledge of the operating system (such as Windows 98, XP)
- Completion of Basic Microsoft Excel (or equivalent experience)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

- Creating Charts
Editing charts, Formatting the chart
Working with pie charts,
Printing charts
- Relative and absolute cell addressing
Understanding absolute cell addressing
- Outlining
Automatic outlines
Clearing an outline
Collapsing and expanding outlines
Manually creating outline groups
- Modifying Excel Options
View options
Calculation options
Colour options
- Consolidating & Linking
Consolidating worksheets, Linking workbooks
- Protecting Data
Protecting cells, worksheets and workbooks
Hiding rows and columns
File protection
- Manipulating data lists
Sub total lists, Pivot table reports
- Goal Seeking
Using goal seek, goal seeking with charts
- Data Forms
Using a form to enter data
Using criteria to find records
- Data Sorting and Filtering
Sorting Data
Autofiltering data
Advanced filtering



Learn to suit your lifestyle and work commitments...