

Excel 02/03 Introduction

Excel 02/03 Introduction course details

Duration: 2 Days

you will learn to

- Create basic worksheets
- Enter text and values
- Move and copy data
- Use functions and formulas
- Apply formatting to worksheet data
- Manipulate multiple worksheets in a workbook
- Display data using a sort and filter
- Create and modify charts
- Prepare a worksheet for printing

the next step

Eager to learn more? We recommend:

- Excel 02/03 Intermediate
- Excel 02/03 Focus on Formulas

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

statement of attainment

This course can be used to complete a nationally recognised qualification. You can complete an optional assessment task for an additional fee.

- Certificate I in Information Technology (ICA10105)
- ICAU1130A Operate a spreadsheet application

This course is a comprehensive introduction to the various options and functions available in Excel. It is a must for anyone who wants to create basic formulas from scratch, design charts that have professional appeal, construct and use a database and learn shortcuts that will save you time throughout your working day.

The learning process

Before the course

We recommend this course for those who are comfortable navigating around the Windows environment with the keyboard and mouse.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

This course will give you the basic skills and confidence to use Excel for various work related applications.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"As my knowledge of excel was quite basic I found the course and content really useful and I think the online support will help consolidate the information."

"The trainer was very, very encouraging and patient and took time to make sure we understood. She also made it fun. I cannot believe learning could be so enjoyable."

Excel 02/03 Introduction course content

Exploring Excel

- Personalized menus
- Toolbars
- Workbooks and worksheets
- The active cell
- The Task Pane
- The Ask a Question Box

Navigating Around The Workbook

- Moving around the worksheet
- Selecting cells
- Selecting non-adjacent ranges

Entering And Editing Data

- Worksheet data types
- Changing column widths and row heights
- AutoComplete
- The Undo and Redo commands
- Find and Replace
- Checking spelling
- Using Autofill

Manipulating Data

- Moving and copying data
- The Office Clipboard
- Moving or copying worksheets
- Changing and renaming worksheets
- Deleting and inserting worksheets

An Introduction To Formulas

- The SUM function
- Screen Tips
- The AutoSum Button
- Copy Formulas with AutoFill
- The BEDMAS Rule
- Entering Percentages Using Formatting

Formatting Data

- The Formatting Toolbar
- Format Cells dialog box
- Aligning text
- Applying formatting to text
- Using the Format Painter
- Text orientation
- Rotating text in cells
- Using the F4 key
- Colouring worksheet tabs

Comments and Text Boxes

- Inserting and viewing Comments
- Textboxes

Relative and Absolute Cell

References

- Absolute cell references
- Using Relative instead of Absolute cell references

The Insert Function Wizard

- Functions in Excel
- The PMT function
- Date and Time functions

Sorting and Filtering Data

- Rules for databases
- Sorting data
- Filtering data

Customising The Excel Screen

- Customising the worksheet
- Changing View settings
- Creating Custom Toolbars
- Editing options

Previewing and Printing

- Print previewing workbooks
- Scaling
- Repeating row headings on every page
- Grouping worksheets
- Headers and Footers

Introduction to Charts

- Creating a Chart
- The Chart Wizard
- Chart types
- Adding and removing chart elements

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.