

Career BOSS

Microsoft Excel 2003

Intermediate



General Course Information

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| General Description: | This course shows you how to work more efficiently with workbooks and worksheet, enhance the appearance of data and worksheets, perform analysis using functions and to use the sorting and filtering features to manage and analyse data. |
| Learning Outcomes: | Training is customised to meet the specific needs of the participants and may include: <ul style="list-style-type: none">• Work with one or more workbooks at once• Use a range of techniques to work with worksheets• Adjust the sizing of columns and rows in a workbook• Use a variety of viewing techniques to view worksheets• Format cells in a workbook• Understand and use absolute referencing in a workbook• Use the fill technique to enter data into cells• Use names and labels• Use a range of logical functions• Use the various Lookup functions• Sort data in lists in a workbook• Use AutoFilter to display data in lists selectively |
| Target Audience: | This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks. |
| Prerequisites: | This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas and print and chart data. |
| Course Material: | Full course material is supplied for use during the course and future reference (144 pages). Excellent reference material for during & after the course. |
| Duration: | One day |
| Methodology: | A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios. |
| Cost: | Cost per participant is \$260.00 (GST Inc) which includes the training manual, all materials, refreshments and lunch. Minimum class size of 4, maximum of 8. |

Course Information

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