

Excel Course

Course Description

This course is an opportunity for clients to develop spreadsheet skills in order to help in job seeking and gaining employment. This course is an accredited unit of competency from Certificate II in Business Administration – BSBCMN214A Create & Use Simple Spreadsheets. In accordance with the Australian National Training Authority, this unit covers creating and using simple spreadsheets and charts through the use of spreadsheet software – see Unit Descriptor in pack for full description, elements and performance criteria.

Course Content

We will cover subjects such as:

- Screen layout
- Beginning a budget spreadsheet
- Entering data and manoeuvring through the spreadsheet
- Entering sequential data
- Experimenting with numerical sequences
- Formatting text in cells
- Changing font size
- Altering column width
- Aligning text
- Extending text across multiple cells
- Finding a sum
- Finding an average
- Adjusting decimal places
- Inserting rows and columns
- Manipulating borders
- Fitting text
- Chart wizard
- Saving and printing spreadsheets
- Occupational health & safety

A certificate for the unit of competency will be issued to competent students.

Course Outline – Day One

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| 9:00am | Introduction |
| 9:30am | Introductory exercises. |
| 10:15am | Morning Tea Break |
| 10:30am | Working through printed exercises. |

12:00noon Lunch
12:45pm Working through printed exercises.
2:15pm Afternoon Tea Break
2:30pm Working through printed exercises.
3:30pm Close

Course Outline – Day Two

9:00am Tips and useful information about the Internet
9:30am Occupational Health & Safety component – complete and discuss online multiple choice questions for “General Module” and “Office and Business Module” at Work Safe website ...
<http://www.safetyline.wa.gov.au>.
10:15am Morning Tea Break
10:30am Working through printed exercises.
12:00noon Lunch
12:45pm Working through printed exercises. If exercises completed, option to continue into exercises for “Using Excel in Word”.
2:15pm Afternoon Tea Break
2:30pm Working through printed exercises.
3:30pm Close – end of workshop.