



Intermediate Excel 2016

OVERVIEW

Learn how to work more effectively with Excel 2016 workbooks and worksheets. You will undertake hands-on exercises in advanced formatting, absolute referencing, conditional formatting, charting, filtering features to manage and analyse data. This course is intended for current Microsoft Excel 2016 users who wish to extend their knowledge and skills beyond building simple workbooks. Upon completion of the course, participants should be able to use more advanced techniques to manage, manipulate, analyse complex data associated with creating better and more productive workbooks.

LEARNING OUTCOMES

- Analyse data
- Advanced and conditional formatting
- Charting
- Filtering features
- Absolute referencing
- Manipulating complex data

COMPULSORY UNITS

NA228 Intermediate Excel 2016

SELECTABLE UNITS

Additional selectable units may apply.

CERTIFICATION

By successfully completing this course you will obtain a Statement of Attendance.

AQF CODE	N/A
COURSE CODE	NA08EXCEL
COURSE TYPE	Short Course

CAREERS

- Course will increase your opportunities for employment in roles requiring skills in Microsoft Excel
- Up-skill for your current role

DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

1 session (3 hours)

DELIVERY SCHEDULE

Wednesday 20 Nov 2019, 1pm-4pm.

REQUIREMENTS

- There are no entry requirements for this course.
- Please bring notebook, pen, and USB to class.

FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au