



What it's about	This course is about basic aspects of Microsoft Excel 2010 targeted at real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs and managing small lists.
Whom it's for	This course is aimed at complete beginners, or for people who wish to refresh their Microsoft Excel skills.
What you need to know already	No prior knowledge of Microsoft Excel 2010 is required. However, a general understanding of personal computers and the Windows operating system will be useful.
What you will learn and be able to do	<ul style="list-style-type: none"> • Understand the basics of spreadsheets • Start Microsoft Excel, navigate workbooks and exit the application • Create, modify, save and close a simple workbook • Select ranges of cells in a workbook • Create formulas that perform calculations in a workbook • Enter, Copy and fill data in a workbook • Create and work with functions in a workbook • Print data in a workbook • Create and print charts and graphs in Excel • Access and use the help system and work safely with your computer <p>By the end of the course you will have a good working knowledge of MS Excel 2010 and be comfortable creating and using spreadsheets.</p>
What you will receive	Upon completion of an assessment you will receive the nationally accredited Unit of Competency BSBITU202A: Create and use spreadsheets
How much time will it take	1 Day
How much you will invest in your learning	\$119 (including GST) with Skills Victoria Funding or \$249 (including GST) full fee