



What it's about	This course is about working more efficiently with workbooks and worksheets, enhancing the appearance of data and worksheets, performing analysis using functions and using the sorting and filtering feature to manage and analyse data.
Whom it's for	This course is intended for current Microsoft Excel 2010 users who wish to extend their knowledge and skills to take advantage of the more complex features.
What you need to know already	You should have completed the Excel Essentials course or know how to create and save an Excel workbook, enter simple formulas and print and chart data.
What you will learn and be able to do	<ul style="list-style-type: none"> <li>• Work with multiple workbooks</li> <li>• Format cells, columns and rows in a workbook</li> <li>• Use a variety of viewing techniques to view worksheets</li> <li>• Understand and use absolute referencing in a workbook</li> <li>• Use the fill technique to enter data into cells</li> <li>• Use names and labels</li> <li>• Use of logical functions</li> <li>• Use of Lookup functions</li> <li>• Sort data in lists in a workbook</li> <li>• Use Auto Filter to display data in lists selectively</li> </ul> <p>At the end of this course, you will be able to create, edit and format large or multiple spreadsheets. You will also be able to perform calculations and functions within a workbook, manipulate data lists to maintain and present data in a professional environment.</p>
What you will receive	Upon completion of an assessment you will receive the nationally accredited Unit of Competency BSBITU402A - Develop and use complex spreadsheets
How much time will it take	1 Day
How much you will invest in your learning	\$209 (including GST) with Skills Victoria Funding or \$299 (including GST) full fee