



What it's about	This course is about aspects of Microsoft Excel 2010 which deal with workbook automation and increasing productivity. It includes areas such as workbook and worksheet consolidation and linking, advanced formulas and functions, data analysis tools and automating workbook operations using macros.
Whom it's for	This course is intended for current Microsoft Excel 2010 users who have a sound working knowledge of Excel and wish to progress to the most complicated functions and features.
What you need to know already	You should have already completed Excel Essentials and Intermediate courses or should know how to create and save excel workbooks, create formulas, use functions and perform simple formatting of the data before doing this course.
What you will learn and be able to do	<ul style="list-style-type: none"> • Nest functions to create complex formulas • Use logical functions • Use advanced filters to analyse data in a list • Use a variety of data validation techniques • Use What-if analysis including Goal Seek and Scenario Manager • Create, modify and work with PivotTables • Link Workbooks and data • Combine data in separate worksheets or workbooks using consolidation • Publish workbooks and worksheets for the world wide web • Summarise data using subtotals and relative range naming • Create and record macros <p>At the end of this course you will have a complete understanding of the higher functions of Excel. You will be able to perform the most advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications.</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