

CDU delivering Professional Short Courses

Microsoft Excel - Advanced

Microsoft Excel, the world's most popular PC spreadsheet software, provides many useful tools for organising, analysing, and transforming data. This course covers aspects of Microsoft Excel beyond building basic workbooks, and includes areas such as sorting and filtering and advanced formulas and functions.

Designed for

This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and perform simple formatting of the data. It is aimed at the intermediate level. Participants should be reasonably familiar with PC's, the Windows operating system, and should have used a basic spreadsheet at some point. The course is not aimed at early beginners.

Learning Outcomes

Course participants will learn how data stored in spreadsheets may be better analysed and presented.

Course Content

- Use names and labels
- Protect data in worksheets and workbooks
- Use the various Lookup functions
- Nest functions to create complex formulas
- Use advanced filters to analyse data in a list
- Use a variety of data validation techniques
- Use goal seeking to determine the values required to reach a desired result
- Create, use and modify data tables
- Create and work with scenarios and the Scenario Manager
- Create, modify and work with PivotTables
- Group cells and use outlines to manipulate the worksheet
- Use linking to create more efficient workbooks
- Share workbooks with other users
- Combine data in separate worksheets or workbooks using consolidation
- Publish workbooks and worksheets for the web

Course Duration: 1 day

For More Info

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