Microsoft Excel 2010 – Intermediate

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

This course is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• use the fill operations available to fill a data series, and move the contents of cells and ranges within and between workbooks
• work with logical functions in Excel
• use a range of formula techniques
• apply a range of number formatting techniques to data
• apply conditional formatting to ranges in a worksheet
• apply borders to cells and ranges
• apply a variety of page setup techniques and work with various elements of a worksheet
• use a range of find and replace techniques
• sort and filter data in a list in a worksheet
• use a range of techniques to enhance charts

COURSE CONTENT
This course covers the following areas:
• Filling data
• Moving data
• Logical functions
• Formula techniques
• Number formatting techniques
• Conditional formatting
• Applying borders
• Page setup
• Working with a worksheet
• Worksheet techniques
• Finding and replacing
• Sorting data
• Filtering data
• Charting techniques
• Chart text formatting

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