

ZCSV019 Microsoft Excel Fundamentals (Non-Award)

DESCRIPTION

This one-day intensive course equips participants with foundational Microsoft Excel skills for personal and professional use. Designed for beginners and those looking to refresh their skills, the course covers spreadsheet navigation, data entry, basic formulas and functions, cell formatting, and creating simple charts.

Participants will gain hands-on experience through interactive exercises and real-world scenarios, ensuring they can confidently navigate Excel's interface and perform basic tasks efficiently.

By the end of the course, learners will be equipped with foundational knowledge to leverage Excel for personal and professional use, streamlining data handling and enhancing productivity.

Learning Outcomes:

Knowledge

- Excel interface components: ribbon, worksheet area, formula bar, cell references
- Data types and data entry conventions (text, numbers, dates)
- Basic arithmetic operators and formula construction (+, -, *, /)
- Common functions: SUM, AVERAGE, COUNT, MAX, MIN
- Cell formatting options: fonts, colours, borders, number formats
- Chart types and their appropriate uses (bar, pie, line)
- Workbook management: saving, naming conventions, file locations

Skills

- Navigate the Excel interface using mouse and keyboard shortcuts
- Enter, edit, and delete data accurately in spreadsheet cells
- Create and modify basic formulas for calculations
- Apply common functions (SUM, AVERAGE, COUNT, MAX, MIN) to data ranges
- Format cells and worksheets for clarity and professional appearance
- Create simple charts to visualise data
- Save workbooks in appropriate formats and locations

DELIVERY DETAILS

Location	Casuarina
Duration	1 day; 9:00 am - 4:00 pm (including lunch break)
Study mode	Face to face

ELIGIBILITY/ENTRY REQUIREMENTS

Entry requirements for this short course include:

- Basic computer literacy
- Ability to operate a mouse and keyboard, open/close programs and manage files.

No prior Excel experience required.

FEES

Fee Type	2026 Course Fees
Flat fee	\$350.00 per participant

RESOURCES

Participants are provided with a workbook and scenario templates ie budgets, rosters and contact lists.

CONTACT DETAILS

ICT, Cyber Security and Digital

E. tafe.ict@cdu.edu.au
T. 08 8946 7517
W. <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.