



ZSCV020 Microsoft Excel Intermediate (Non-Award)

DESCRIPTION

This one-day course builds on foundational Excel skills, introducing participants to intermediate techniques for data management, analysis, and presentation. The course covers logical functions (IF, AND, OR), lookup functions (VLOOKUP, INDEX/MATCH), data validation, named ranges, Summary tools, conditional formatting, and worksheet protection.

Participants will gain hands-on experience through practical exercises using workplace-relevant scenarios, building confidence to handle more complex spreadsheet tasks efficiently.

By the end of the course, learners will be equipped to use Excel as a tool for data-driven decision making in professional and business contexts.

Learning Outcomes:

Knowledge

- Logical functions and their applications (IF, AND, OR, nested IF)
- Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Data validation techniques: drop- down lists, input messages, error alerts
- Named ranges for easier formula creation and management
- Use Summary tools
- Conditional formatting rules and formula-based formatting
- Worksheet and workbook protection options

Skills

- Construct logical formulas using IF, AND, and OR to automate decisions
- Use VLOOKUP and INDEX/MATCH to retrieve data from tables
- Apply data validation to control and standardise data entry
- Create and use named ranges within formulas
- Use summary tools
- Apply conditional formatting to highlight trends, exceptions, and key values
- Protect worksheets and workbooks to secure data and structure

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:

- Completion of Microsoft Excel Fundamentals (or equivalent experience)
- Comfortable using basic formulas (SUM, AVERAGE, COUNT), cell formatting, and chart creation
- Basic understanding of cell references and workbook navigation

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

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