



ZSCV027 Excel Essentials – Build a Functional Workplace Spreadsheet

DESCRIPTION

A practical introduction to Excel focused on building a complete, accurate and professionally presented workplace spreadsheet. Learners work through a realistic business scenario and develop the core Excel skills required for everyday workplace use.

Learning Focus:

- Excel interface and workbook structure;
- Entering and organising data;
- Data types;
- Formulas and calculation operators;
- Relative and absolute cell references;
- SUM, AVERAGE, MIN, MAX, COUNT and simple IF;
- Number, date, currency and percentage formatting;
- Sort and filter; conditional formatting;
- Basic charts;
- Worksheet management;
- Page layout;
- Printing and PDF output.

DELIVERY DETAILS

Location	Alice Spring campus			
Duration	This short course is delivered over 1 day 9:00 am - 3 pm (including lunch break)			
Study mode	Face to face			
Available Dates	Alice Springs Campus 17/11/2026	Alice Springs Campus 24/11/2026	Alice Springs Campus 01/12/2026	Alice Springs Campus 08/12/2026

ELIGIBILITY/ENTRY REQUIREMENTS

There are no requirements for this short course. However, it is recommended that participants should have basic computer skills including opening, saving and navigating files.

FEES

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

Fees shown are indicative and subject to change annually.

RESOURCES

Participants are provided with workbooks which include:

- worked examples and practice activities.
- realistic workplace dataset
- scenario-based discussion topics
- digital resource package including reference materials and links

CONTACT DETAILS

Business and Workforce Management

E. VET.buisness@cdu.edu.au
T. 08 8946 7517 (ECP) or 08 8959 5461 (ASP)
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>.