



Excel Spreadsheets - The Next Level (2)

State ID: MAA27

About this course

Description

Have you just finished our [Introduction to excel course](#)? Or perhaps you already have some Excel experience and want to take the next step and learn more about Excel. This course is recommended as the next step after the [Beginners Excel course](#). It goes on to the next level and explores areas such as:

- Troubleshooting and choosing the appropriate functions to overcome issues
- Identifying type of spreadsheet required for the particular task at hand
- Creating spreadsheets in accordance with organisational style and presentation requirements
- Delivering and presenting spreadsheets to relevant audience – i.e. boss, manager, clients

Certification

On successful completion of this course, students will receive a statement of attainment for the following nationally accredited unit.

BSBITU212 Create and use spreadsheets

Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a

mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

Important information

Participants are encouraged to bring:

- Pencil case and notebook
- USB to save your work

Tea and coffee are provided during your class break.