



Excel Spreadsheets for Beginners (1)

State ID: MAA54

About this course

Description

Microsoft Excel is a useful and great timesaving program when used properly. This short course will give you the skills and knowledge to be able to prepare to use spreadsheets, create simple spreadsheets, produce simple charts, use and apply formulas, finalise and present spreadsheets. This is ideal for those who are new to excel but have some basic computing skills.

Throughout this course you will learn:

- How to create spreadsheets
- How to customise basic settings such as page layout, margin sizes, font settings
- How to format a spreadsheet
- How to import objects or add charts into spreadsheets
- How to print your selected parts of your spreadsheet and share with others

Certification

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

ICTICT105 - Operate Spreadsheet Applications

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.