



Accredited Course

Intermediate Excel

Utilising Windows XP –
Microsoft Office Suite 2007

This course aims to extend and develop your skills from a basic Excel operator to a more advanced administrative level. You will learn how to create and customise professional spreadsheets and report formats.

Murray House Resource Centre has tailored this course against National Competency Standards in Business Services II (BSBITU201A) to give the competent participant accreditation.

This is an intensive one-day course designed for professional administrators or persons wanting to up-skill and maximize their Excel skills. Intermediate level Excel is required for many mining and construction industry positions that use this programme extensively.

Time: 9am to 3pm

Cost: \$130.00

Support Materials: All participants will receive a course based manual and exercise practice disc to reinforce the training session.

Course Prerequisites: Computer literacy and sound understanding of basic Excel and computer functions.

Key Topics:

- Form creation
- Conditional Formatting
- IF Statements
- Links
- Formulae
- Charts & Pivot Chart
- Pivot Table
- Tracing precedents/dependents

A Statement of Attainment or a Participation Certificate
will be issued upon completion

Murray House Resource Centre
Registered Training Organisation # 2068