



BSBITU212 CREATE & USE SPREADSHEETS

UTILISING WINDOWS 10 – MICROSOFT OFFICE SUITE 2013

Nationally Accredited

This *Microsoft Excel* course will enable you to learn how to create and customise professional spreadsheets and report formats. This is an extensive one day course designed for professional administrators or persons wanting to up skill and maximize their Excel skills.

Intermediate Excel is required for many mining and construction industry positions that use this program extensively.

Content:

- ❖ Form creation
- ❖ Conditional formatting
- ❖ IF statements
- ❖ Links
- ❖ Formulae
- ❖ Charts & Pivot Chart
- ❖ Pivot Table
- ❖ Tracing precedents/dependents

On enrolment a course confirmation and student handbook will be emailed out to you.

COURSE TIMES 9AM – 3PM
WORKBOOK INCLUDED

A SIMPLE ELECTRONIC
SPREADSHEET
APPLICATION USED FOR
STORING, ORGANISING &
MANIPULATING DATA

SORT & FILTER DATA

GRAPHING OR CHARTING
DATA TO ASSIST USERS
IN IDENTIFYING DATA
TRENDS

FINDING VALUES
SUCH AS PROFIT AND
LOSS

MURRAY HOUSE RESOURCE
CENTRE

Registered Training Organisation #2068



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