

Excel Using Advanced Spreadsheets



Career Training Institute (CTI) is offering a 2022 enrolment opportunity for students who would like to improve their performance at work by increasing their skills to use Microsoft Excel.

Microsoft Excel is an important program to understand, because of the key role it plays in many sectors. It is the most used spreadsheet program in many business activities and even for personal organisation. Excel plays a vital role in arranging and sorting data, performing formula based calculations and reporting information.



ROUND THE CLOCK ACCESS

Access your course material any time and anywhere **at your convenience.**



ONE ON ONE TRAINER SUPPORT

Personalised trainer support by phone, email and messaging to help **maximise your potential.**



FLEXIBLE LEARNING

Online delivery so you can **self-direct your learning.**



SET MILESTONES

Scheduled milestones and reminders to help keep you on **track to success.**

Course content

SPREADSHEET BASICS

- Spreadsheet anatomy and entering data
- Basic skills to increase readability
- Saving, storing and sharing
- Printing
- Keyboard shortcuts

DATA ENTRY

- Data validation
- Drop-down lists
- Data entry forms
- Creating templates
- Speak cells

DATA INTEGRITY

- Copying, moving and grouping
- Find and replace
- Getting rid of unwanted spaces
- Removing improper capitalisation in text
- Split names and concatenate
- Removing duplicates
- Finding unique data
- Protecting sheets

PERFORMING CALCULATIONS

- Standard operators
- More complex use of standard operators
- Functions to make complex calculations
- Number formats

VIEWING DATA

- Navigating
- Freeze panes and view options
- Hiding data
- Sort and filter

USING DATA

- Charts
- 3D formulas
- VLOOKUP
- Pivot tables

Entry requirements

There are no specific entry requirements, but it is expected that students will have the ability and aptitude commensurate with completing a secondary school education.

On enrolment, students will be given access to their course on the CTI Learning Management system.

Duration

The course is designed to be completed over a period of three months.

For the 2022 enrolment intake, the student has three months from their commencement to complete the course. A schedule for the completion of each unit will be established by CTI, and it is expected that students will commit to comply with this schedule.

If the course is not completed by the end of the enrolment period, the student will be required to enrol for an additional period at full new enrolment cost.

Course Fees

The total cost of enrolment in Excel Using Advanced Spreadsheets is \$300.00. Course fees are GST free.

Clients will be charged the full course fee at course commencement.



HOW TO APPLY

Applications open on 1 November 2021.

An online application is available from www.careertraining.edu.au under the [Postgraduate](#) tab.

Early applicants will be given access to the Learning Management System from mid January.

Find out more

T: 1300 284 111

E: admin@careertraining.edu.au

W: www.careertraining.edu.au

