# **Excel Using Advanced Spreadsheets**



Career Training Institute (CTI) is offering a 2023 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.



## **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.

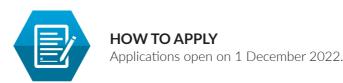
For the 2023 enrolment intake, the student has three months from their commencement to complete the course. A schedule for the completion of each unit will be established by CTI, and it is expected that students will commit to comply with this schedule.

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 \$350.00. Course fees are GST free.

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



An online application is available from www.careertraining.edu.au under the Postgraduate tab.

#### Find out more

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W: www.careertraining.edu.au

