

Course Code.

18BUDGET

Course Name

Introduction to Excel

Course Duration.

6 Weeks

Start Date.

Tuesday 22 May 2018

Course Times

6:30 – 9:30pm

Course Location.

*Training Room 79 Henty Street
Casterton*

Email

admin@ochcasterton.com.au

Venue Facilities.

All learners will have a quality workstation with fast internet access. Each lesson will be delivered using a combination of power point and hands on learning.

Course Description

The course covers basic introduction to Microsoft Excel for those who are wishing to understand and create/use a Spreadsheet for budgeting household and basic business use. Participants should have an understanding of Windows operating system and how to navigate to USB key to retrieve and save files.

Materials Required

*5 Gig USB Storage Key
Notepad and pen*

Course Fees

\$60.00 (\$55.00 Concession)

Old Courthouse Community Centre.
31 & 79 Henty Street
Casterton. VIC 3311

Telephone: 03 55 812139

Email: admin@ochcasterton.com.au

www.oldcourthousecommunitycentre.com.au



Tutor

Lisa Gartlan

Application.

Course Enrolment forms can be downloaded on our website.

<http://www.oldcourthousecommunitycentre.com.au/adult-education>

Please call for further information and confirm your enrolment.

Course Content

Getting to know Microsoft Excel.

How to start Excel. The Excel Screen, Using the Ribbon. How excel works. Uses for excel. Understanding Toolbars

Creating A workbook

Understanding & creating workbooks. Entering text and numbers, Entering formulas- Easy formulas. Saving and printing workbook.

Ranges

Understanding cells. Selecting Ranges- Rows and Columns

Formulas and Functions

*Using basic Formulas (Add, Subtract Multiple and Divide)
Discussing other possible formulas
Using the wizards*

Editing a workbook

*Entering Data, Inserting columns and rows
Saving as a different file
Saving for the web
Alignments*

Formatting

*Using basic Formulas (Add, Subtract Multiple and Divide)
Discussing other possible formulas
Using the wizards*

Chart & Pictures

Choosing & using a chart. Types of charts. Adding Pictures

Other Budgeting software

Discussions and research on other software used for managing budgets.

Questions?

If you require further details contact Old Courthouse Community Centre, Casterton.

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