

Level Two Excel Training

COURSE DURATION:	2x 3 hour sessions
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence St, Port Macquarie
COURSE COST:	\$200.00 per person

COURSE OVERVIEW:

JHI's *Level Two Intermediate Excel training* takes learners through techniques associated with creating better and more productive workbooks. This course includes database management techniques, formatting, charting features and more streamlined methods to enhance efficient spreadsheet creation.

Your training will take place in a classroom environment with one computer provided per participant, or you are welcome to bring your own laptop. Course notes will also be provided.

COURSE CONTENT:

- More on formulae (covered extensively in this course)
 - inputting formulae
 - + / * -
 - using brackets in formulae
 - Σ Autosum
 - copying formulae – relative addresses
 - making components of a formula absolute
 - isolating variables and making then absolute references in formulae
 - percentages
 - making one cell equal another
 - formulae across sheets
- Replace and find
- Functions
 - average, maximum, minimum and count functions and awareness of other functions
 - The IF function
- Charts (graphs)
 - Creating and customizing charts.
- Using Excel for database management
 - Sorts
 - Filters and customized filters
- Borders and shading
- Headers and footers
- Comments
- Freezing titles

MODE OF DELIVERY:

This training course is delivered face-to-face.

ENTRY REQUIREMENTS:

Participants should have a basic understanding of Microsoft Excel as per the content covered in JHI's Level One Excel Training course.

WHAT TO BRING TO CLASS?

- Blue or black pen
- Note paper
- Please try to arrive 10 minutes before the scheduled start time.

HOW TO ENROL:

Please email the team at John Henry Institute – info@jhi.edu.au or call 6583 2121 to request an enrolment form.

