



MICROSOFT EXCEL

Learn how to create spreadsheets to
collect, organise & analyse information

Proficiency in Microsoft Excel is a
sought-after employability & personal
organisation skill.

Used by businesses large & small, community
clubs & groups, passionate hobbyists & orderly
households, Excel allows users to create
organised lists, perform calculations, as well as
graphs & charts.

Excel is the essential program for tracking income
& expenditure, budgeting & planning, data
collection, analysis & reporting.

Starting at the beginning & moving through all
the most commonly used features
this program is **suitable for new users**
OR users with experience who are looking to
improve their skills in Excel 2016.

Small classes and supportive trainers

On completion of this course learners will receive a certificate of participation.

Course Cost:
\$20

Length:
10 hours

*CONTACT US TO
EXPRESS YOUR
INTEREST TODAY*

Wendouree Neighbourhood Centre

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PROGRAM STRUCTURE

Microsoft Excel is a 10 hour program covering the following learning areas:

- Getting Started with Excel
- Creating & Opening Workbooks
- Saving & Sharing Workbooks
- Cell Basics
- Modifying Columns, Rows & Cells
- Understanding Number Formats
- Working with Multiple Worksheets
- Using Find & Replace
- Checking Spelling
- Page Layout & Printing Options
- Introduction to Using Formulas & Functions
- Sorting Data
- Introduction to Tables
- Introduction to Charts
- Using Track Changes & Comments