

Microsoft Excel

Basic Level



College of Electrical Training (CET)

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Connect Your Mind

24/10/2011

Session 1

Working with a Spreadsheet

What is a spreadsheet & what do you use it for?

- Describe the concepts of a spreadsheet
- Start up & exit from Excel
- Describe the Excel screen elements
- Design & build simple spreadsheets
- Enter & edit data in a spreadsheet
- Format a file using bold, centre & italics
- Open, save and close files
- Preview & print files
- Perform simple mathematical calculations using formulas
- Format numbers using the dollar sign (currency symbol)
- Work with the SUM Function

Session 2

Speedy Techniques

- Easy ways to select cells & ranges
- Quick data entry methods
- Super efficient copying of text dates & numbers
- Efficiently work with keyboard & mouse actions for worksheet navigation & selecting cells
- Create, edit & print charts
- Work with various screen handling techniques for use in large worksheets
- Use the commonly used Average functions, eg Max, Min, Count

Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the above-mentioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Course Duration

4 hours per session

Course Fees

\$80.00 per session

How to Enrol

Complete the course registration form overleaf & return the document to the College of Electrical Training together with your payment of course fees.

Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

Should you have any queries please do not hesitate to contact:

Balcatta Campus

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

Jandakot Campus

Phone:(08)9417 8166 Email: admin14@cet.asn.au

Registration Form - Microsoft Excel

Balcatta Campus Jandakot Campus

How did you find out about the CET? _____

Surname _____

First Name _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Mobile _____

E-mail _____

Facsimile _____

Course Date _____

Company _____

Company Address _____

Company Ph No. _____

Course Fees (based on minimum class size of six) - Fees are subject to change

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

Session 1
\$80.00

Session 2
\$80.00

Paid by (if other than student, please provide name and address details)

In order to guarantee your booking for any course your payment and registration must be completed. Under no circumstances will registration without payment entitle you to a position.

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical & telecommunications industries, also delivering training for the general public.

Excellence in customer service is our priority & you will find that in comparison with other colleges the CET is outstanding. See it for yourself!



Please forward your course registration form together with your payment to:

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