

In this workshop you will learn how to use spreadsheet software to complete business tasks and to produce complex documents. This unit applies to individuals employed in a range of work environments who require skills in the creation of complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles. Both new users and seasoned users of Spreadsheet software can learn a lot in this workshop. There are lots of “tips and tricks” that can help you become more comfortable with the software and save you time.

By the end of this course you will be able to:

- Analyse task and determine specifications for spreadsheets
- Identify organisational and task requirements in relation to data entry, storage, output, reporting and presentation requirements
- Apply work organisation strategies and energy and resource conservation techniques to plan work activities
- Utilise spreadsheet design software functions and formulae to meet identified requirements
- Link spreadsheets in accordance with software procedures
- Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications
- Test formulae to confirm output meets task requirements
- Evaluate tasks to identify those where automation would increase efficiency
- Create, use and edit macros to automate spreadsheet operation
- Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements
- Enter, check and amend data in accordance with organisational and task requirements
- Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures
- Use manuals, user documentation and online help to overcome problems with spreadsheet design and production
- Preview, adjust and print spreadsheet in accordance with organisational and task requirements
- Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage
- Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements
- Create graphs with labels and titles from numerical data contained in a spreadsheet file
- Save, view and print graphs within designated time lines.

How long will this course take?

- This course is delivered over two 4-hour sessions.  
Please see the course schedule for dates.
- On completion you will receive a Certificate of Participation.

