



Intermediate Microsoft Excel 2007/1010



Course Description

Participants enrolling in this course will further extend their knowledge of using Excel to control worksheets, utilise absolute and relative cell referencing and work with more advanced functions.

Outcomes

Upon successful completion of this course, participants will be able to:

- Create and work with workbooks
- Create and troubleshoot relative formulas
- Work with logical functions such as IF, AND, an OR
- Work with lookup functions such as VLOOKUP
- Create a simple database in Excel that allows you to sort and filter

Prerequisites

To gain the most from this course, participants should first attend Introduction to Excel or have relevant experience. Please contact us if you are unsure.

Who can attend? ALL HACC staff/volunteers	
Date: Wednesday 7 March, 2012 Time: 9.30-2.00pm	Venue: Level 3, Bowen Library, 669 Anzac Parade, Maroubra Junction 2035
Cost: HACC staff/volunteers \$55 (prices include 10% GST) Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)	
<i>The total training fee will be charged if less than 14 days notice is given of a cancellation.</i>	
Facilitator: Anne-Maree Kerr is the Training Coordinator at TRI Community Exchange and has extensive experience in the provision of IT training to the community sector, businesses and educational institutions. She is involved in coordinating affordable IT training workshops for government agencies, businesses and individuals.	

Full payment is due at time of booking.

Please go to our website to download the booking form

<http://www.jnc.org.au>

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