

Develop And Use Complex Spreadsheets Using Microsoft Excel 2000

General Description	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Excel 2000 effectively.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • modify Excel chart data and layout • change the appearance of charts • use the IF, AND and OR functions • use the math functions • use a variety of statistical functions • perform financial calculations with NPV, FV and PMT • use a variety of Date functions in Excel • take advantage of the various Lookup functions • nest functions together to solve complex problems • import and export data • link data between worksheets and workbooks • use the macro recorder to record Excel operations • use the macro recorder to create working applications in Excel • create your own Excel templates.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBADM404A - Develop and Use Complex Spreadsheets.
Prerequisites	This course is designed for participants with a good working knowledge of Excel 2000. Ideally participants will have completed BSBCM214A - Create and Use Simple Spreadsheets.
Pages	14 chapters, 220 pages, and 31,437 words!
Approx* Duration	97 exercises. Anticipated duration* of 16.2 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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