

Workshop : Advanced Excel

Date: Tuesday 24 March, 9 am - 4 pm

Cost: \$200 (incl GST)

Venue: Library Computer Lab, Ground Floor, RMH

This session will cover Excel formulas & other advanced features. Participants need to have a good understanding of Excel.

In this sessions participants will learn to:

- Create & use data validation
- Assign passwords, open password protected files & remove passwords
- Use the IF, nested IF & VLOOKUP functions
- Understand & create Pivot Tables
- Use formula auditing tools
- Create macros, assign macros to the toolbar & assign shortcut keys
- Share workbooks with others
- Open a CSV file into Excel using Text to Column feature
- Use Goal Seek, Scenario, & Solver features

Maximum 12 participants

Complete this section to enrol:

Name:

Organisation:

Preferred email:

Phone:

Payment method: Please select

Cost Centre (Melb Health only): I authorise a total payment of \$200 from the following cost centre:

Supervisor:

Campus code:

Cost Centre:

Account: 36560

Credit Card:

Visa:

MasterCard:

Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$200

Signed:

Invoice (External organisations only):

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

[Check your email for enrolment confirmation and course information / updates.](#)