

Workshop : Intermediate Excel

Date: K YXbYgXUm&+ 'A Um 9 am - 4 pm

Cost: \$200 (incl GST)

Venue: Library Computer Lab, Ground Floor, RMH

Participants must have attended an Introduction to Excel workshop, or have equivalent skills.

In this sessions participants will learn to:

- Apply cell styles & understand conditional formatting
- Create a database, range names, sort & filter, & remove duplicate entries
- Use grouping, create subtotals, insert comments & protect worksheets
- Apply features such as Freeze Panes & Split Screens
- Create basic to complex charts
- Create complex equations applying the BEDMAS rule
- Understand relative & absolute referencing
- Create percentage equations & 3-D formulas
- Understand consolidate & insert features
- Use formula functions, including DATE, TIME, COUNTIF, SUMIF, MEDIAN, MODE, LEFT, RIGHT, UPPER, LOWER, PROPER, CONCATENATE & SUBTOTAL

Maximum 12 participants

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.](#)