



# MICROSOFT EXCEL

Learn how to create spreadsheets to  
collect, organise & analyse information

Proficiency in Microsoft Excel is a  
sought-after employability & personal  
organisation skill.

Used by businesses large & small, community  
clubs & groups, passionate hobbyists & orderly  
households, Excel allows users to create  
organised lists, perform calculations, as well as  
graphs & charts.

Excel is the essential program for tracking income  
& expenditure, budgeting & planning, data  
collection, analysis & reporting.

Starting at the beginning & moving through all  
the most commonly used features  
this program is **suitable for new users**  
**OR users with experience** who are looking to  
improve their skills in Excel 2016.

*Small classes and supportive trainers*

*On completion of this course learners will receive a certificate of participation.*

Course Cost:  
\$20

Length:  
10 hours

*CONTACT US TO  
EXPRESS YOUR  
INTEREST TODAY*

Wendouree Neighbourhood Centre

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12 Holly Grove Wendouree | [www.wnc.org.au](http://www.wnc.org.au)

# PROGRAM STRUCTURE

**Microsoft Excel is a 10 hour program covering the following learning areas:**

- Getting Started with Excel
- Creating & Opening Workbooks
- Saving & Sharing Workbooks
- Cell Basics
- Modifying Columns, Rows & Cells
- Understanding Number Formats
- Working with Multiple Worksheets
- Using Find & Replace
- Checking Spelling
- Page Layout & Printing Options
- Introduction to Using Formulas & Functions
- Sorting Data
- Introduction to Tables
- Introduction to Charts
- Using Track Changes & Comments