

# MICROSOFT EXCEL FOR BEGINNERS

This **Nationally Recognised** is delivered fully **online** training course aims to provide new users with the essential skills needed to create simple spreadsheets and charts, navigate through Excel quickly and easily, use formulas, autofill, format text, sort, adjust column and row, merge cells, insert headers and footers and more.

## What will you learn?

Upon successful completion of this **online** course, participants should be able to:

1. Create, modify and format a spreadsheet
2. Use basic formulas and functions
3. Create a chart
4. Preview, adjust and print a spreadsheet

**Unit of study:** **BSBITU314 Produce Spreadsheets**

**Element:** **Select and prepare resources**

**Performance** Adhere to ergonomic, work organisation and occupational health and safety requirements

**Criteria:** Use energy and resource conservation techniques to minimise wastage  
Identify spreadsheet task requirements in relation to data entry, storage, output and presentation

**Element:** **Plan spreadsheet design**

**Performance** Ensure spreadsheet design suits purpose, audience and information requirements of task

**Criteria:** Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout  
Use style sheets and automatic functions to ensure consistency of design and layout

**Element:** **Create spreadsheet**

**Performance** Ensure data is entered, checked and amended to maintain consistency of design and layout, in accordance with organisational and task requirements

**Criteria:** Format spreadsheet using software functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements  
Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required  
Use manuals, user documentation and online help to overcome problems with spreadsheet design and production

**Element:** **Produce simple charts**

**Performance** Select chart type and design that enables valid representation of numerical data, and meets organisational and task requirements

**Criteria:** Create charts using appropriate data range in spreadsheet  
Modify chart type and layout using formatting features

**Element:** **Finalise spreadsheets**

**Performance** Preview, adjust and print spreadsheet and any accompanying charts, in accordance with task requirements

**Criteria:** Ensure data input meets designated timelines and organisational requirements for speed and accuracy  
Name and store spreadsheet in accordance with organisational requirements and exit application without data loss/damage

**Study when you want! Access your course content anytime, anywhere, from the comfort of your own home or workplace.**

# Frequently Asked Questions

## WHAT ARE THE ASSESSMENTS?

Relax! There are no set exams or test. Programs offered by Medical Administration Training Pty Ltd incorporates competency-based assessment. Competency-based training emphasises what a person can do in the workplace as a result of completing training. You will complete assessments during the course to demonstrate you have attained the required skills and knowledge by completing various activities and projects and answering questions.

## WHAT ARE THE COURSE FEES?

The total fee for this course is \$250

## WHAT IS INCLUDED IN THIS COURSE?

- All learning and assessment material
- Trainer Support during business hours

Upon successful completion of this course you will receive a nationally recognised Statement of Attainment

## HOW LONG DOES THE COURSE TAKE?

All students are allocated up to 8 weeks to complete their course, however as this is a self-paced course you can complete in much less time should you wish

## WHEN CAN I START?

You can start as soon as you have enrolled .

## IS THERE ANYTHING I NEED TO COMPLETE THIS COURSE?

There are five ACSF Indicator levels. 1,2,3,4,5. [Click here](#)  
This course requires students to have foundation skills levels Numeracy 2, Learning 2, Writing 3, Reading 3, Oral communication 3 in English as well as basic computing skills and access to a computer, the internet and Microsoft Excel to complete this course.

Enrolment Terms and conditions can be viewed in our Student Handbook [Click here](#) .

## WHAT SUPPORT IS PROVIDED?

At MAT we understand that returning to study or learning online for the first time can be a little daunting. From the moment you enrol you will have our support. Just send us an email or call we are happy to step you through.

Each student will be allocated a trainer support officer to guide them through their study journey. They can be contacted during business hours. Students have unlimited access to their trainer support and there is no additional cost for this service.

## CAN I CONTINUE MY STUDIES WITH MEDICAL ADMINISTRATION TRAINING?

Absolutely! Medical Administration Training offers fully accredited training in Certificate III up to Diploma level qualifications in Health Administration. We also offer a number of industry specific short courses. All our successful students are offered further discounts on our courses (not applicable for funded courses).

## Why study with MAT

**Medical Administration Training Pty Ltd (MAT)**  
is a specialist provider of administration courses to the health industry. We have been delivering these courses Australia wide since **2004.**

## WE AIM TO PROVIDE THE BEST QUALITY TRAINING COMBINED WITH OUTSTANDING STUDENT SUPPORT

- You can enrol any time (no set intake dates)
- Excellent advice and support – All our trainers are qualified and have current industry experience
- You can study at the time and place that works for you




**APPLY NOW**

## ABOUT US

We are a privately owned Australian based Registered Training Organisation (RTO 31078). Our courses are nationally recognised. As a student of Medical Administration Training Pty Ltd you will be a valued member of an organisation that really cares about your success.

You'll get ongoing advice and learning support from your own dedicated mentor, and you'll learn from highly skilled, experienced trainers who are 100% committed to your success.

**FOR MORE INFORMATION OR TO TALK TO A COURSE ADVISOR, PLEASE CONTACT US:**

 **1300 887 082**  
 **info@medtrain.com.au**  
 **www.medtrain.com.au**



**MEDICAL  
ADMINISTRATION  
TRAINING**