

Introduction to Microsoft Excel (ShortCourse)

COURSE CODE	NAPBUS0001
LOCATIONS	Warrnambool
STUDY MODE	On Campus, Short Course
Length	Three hours
Commencement	Follow the book now button for upcoming dates
Timetable	One, three-hour class on campus

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Do you have limited experience in Microsoft Excel and like to learn the basics?

This short course will give you the basic skills and knowledge to use the functions within excel.

What will I Learn?

- Create a spreadsheet
- Enter, edit and format data
- Manage worksheets
- Modify rows and columns
- Create formulas
- Produce charts
- Print and save

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

For this course, you will need to:

- provide photo ID to the trainer on the first day of the course
- bring a pen and paper
- bring a USB to save your file on to

Units offered

This short course does not include accredited units and training.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course (including resource and/or materials costs associated with your course).

Course Fees	\$88.00
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No concession or government funding applies

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$0.00

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay for the short course?

Booking your short course is easy and starts online. Once you've completed your online booking, you can choose from the following convenient payment options:

- **Online:** pay securely via our online payment portal.
- **Over the phone:** we will call you to take EFTPOS payment over the phone using your credit or debit card.
- **In person:** visit your nearest campus to pay by card.
- **Authority to Invoice:** if you nominate a third party (such as your employer) to cover your course cost, we will email you an Authority to Invoice form.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to book

There are 4 simple steps when booking for a short course with us.

1. **Book** – Book online and complete your enrolment details at swtafe.edu.au
2. **Verify** – You will be asked to verify your identity online as part of the booking process.
3. **Pay** – Pay online, in person, over the phone, or request an invoice for third-party payment.
4. **Attend** – Once confirmed, we'll email all the course details and any pre-reading required.

If need any assistance with completing your booking, contact our team via the live chat below, call 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).