

## Technology & Software

	F	G	H	I	J
	Weight	Dimensions W	Dimensions H	Dimensions D	
	109	223.85	1463	1302	112.37
	60	126.67	247	21	1176.19
	52	153.85	224	127	176.38
	401	119.95	224	127	215.75
	109	604.59	589	273	189.47
	463	100.22	144	45	266.67
	223	100	120	138	166.57
	442	104.98	230	762	133.73
	748	140.51	141	132	148.61
	1063	124.46	107	72	172.88
	1170	111.76	102	54	188.89
	51	191.87	102	49	208.16
	418	141.69	102	43	237.21
	933	169.79	102	37	275.68
	682	129.99	20282	157	12918.47
	717	129.99	71	26	273.08
	38	131.58	71	37	262.37
	743	149.8	71	93	138.48
	24	145.83	244	2846	107.75
	119	515.13	3941	142	137.5
	218	102.29	153	232	137.5
	89	196.63	319	29	117.24
	303	131.02	34	37	275.68
	72	237.5	102	157	12918.47
	75	228	20282	26	273.08
	717	129.99	71	26	273.08
	38	131.58	71	93	262.37
	743	149.8	244	93	138.48
	24	145.83	3941	142	107.75
	119	515.13	153	232	137.5
	218	102.29	319	29	117.24
	89	196.63	34	37	275.68
	303	131.02	102	157	12918.47



**DIMARCORP**  
Academy

**EXCE101**

# Beginners Excel

Become confident navigating  
your way around Microsoft Excel!



## Course Overview

Our EXCE101 program demystifies Microsoft Excel and provides practical hands-on training around the fundamental software tools and functions. Seminar participants will be guided through developing a workbook with basic functionality, including simple formulas, and using data tables to develop graphs. If that sounds daunting, you can be assured that our experienced trainers will work with you to build your confidence and skills.

**Please Note:** Seminar participants will be required to use a laptop/computer with Microsoft Excel installed during the session. The presenter will be using the 2019 version, if you are using an older version, some functionality may not be available.

## Key Topics Covered

- Open and navigate within workbooks and worksheets.
- Understand and work with ranges in a worksheet.
- Understand, create and work with formulas and functions used to perform calculations.
- Understand and use font formatting techniques to enhance the look of a worksheet.
- Understand and use the number formatting features.
- Filter and sort data on a table.
- Copy and Paste data in Excel.
- Move contents of cells and ranges within and between workbooks.
- Understand and use formula cell referencing.
- Format rows and columns in a worksheet.
- Arrange data in a list in a worksheet.
- Create effective charts

### This Course is Ideal for:

This program has been developed to enhance the skills of anyone who is new to working with Microsoft Excel and is looking to develop their skills further.



## Duration:

- 3 hours

## What You'll Receive:

- Workbook and Handouts
- Participation Certificate

## The Facilitators:



**Joseph Dimarco**  
Managing Director

Joseph Dimarco is the Managing Director of Dimarcorp Group and the primary facilitator of our finance, governance and planning and software seminars.

Joseph is an experienced Accountant and has worked in Senior Executive roles within the Aged Care and Disability Sectors. He has been part of several large acquisitions within the aged care sector, as well as amalgamations, which as involved restructuring the business, including financial, marketing and human resources aspects.



I used to use a calculator and then input the answer into excel because I didn't understand formulas. Now I have my spreadsheet doing the work for me.

– Jemma, NSW



## Webinar

**\$199** + GST pp

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Request for a quote today'



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