



Local Government Area	Total	Rate per 100,000 population	Rank	Total	Rate per 100,000 population	Rank
44 Cooma-Monaro	34	326.8	81	20	191.7	113
45 Coonamble	40	929.8	5	45	1,044.8	4
46 Cootamundra	33	428.8	52	45	583.2	23
47 Corowa Shire	41	351.2	69	37	314.8	79
48 Cowra	90	695.9	15	91	703.6	13

## INTERMEDIATE EXCEL

This course has been developed for people wanting to utilise Excel to perform calculations using a variety of common worksheet functions. These functions include; filter, sort and summarise database lists, format and modify charts and conditionally format cells.

### Learning outcomes:

- Understand and use a range of common worksheet functions
- Understand and utilise Absolute Referencing
- Organise a database list by advanced filtering and subtotaling
- Utilise Conditional Formatting to change cell appearance
- Create, modify and format a range of charts

### Class Details:

Venue: SEAL, 91 Hyland Street, Warrnambool

Tutor: Param Ratnam

Tuesday: May 1<sup>st</sup>-22<sup>nd</sup> 2018

Time: 6.30pm – 9.30pm

**COURSE FEES:** \$250 4 sessions

Early Bird Discount applies to this course!

Gift Vouchers available at  
Reception!!

6th Lifestyle course in a 12 month  
period is free!!

### For More Information

To enrol in this course or for more information, please contact Reception or follow these links:

Ph: (03) 5562 6099

Fax: (03) 5561 2049

Email: [reception@seal.org.au](mailto:reception@seal.org.au)

Website link: <http://www.seal.org.au>

### Enrolment/Cancellation Conditions

Enrolments must be accompanied by full course payment. We accept any of the following forms of payment: Cash/Cheque/MasterCard/ Visa or EFTPOS. Information on our withdrawal/refund policy will be provided on enrolment. This information is also available at [www.seal.org.au](http://www.seal.org.au)

South West Victorian Seal Inc. A0009630I RTO: 4076 ABN: 30 906 323 600

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<b>Topics Covered</b>	
<b>Functions and formulas</b>	<ul style="list-style-type: none"> <li>• Absolute cell referencing</li> <li>• Function syntax</li> <li>• Common statistical functions</li> <li>• The COUNTIF function</li> <li>• The SUMIF function</li> <li>• The IF function</li> </ul>
<b>Working with date and time</b>	<ul style="list-style-type: none"> <li>• Date functions – TODAY and NOW</li> <li>• The EDATE function</li> <li>• The NETWORKDAYS function</li> <li>• Working with time values</li> <li>• AutoFill date sequences</li> </ul>
<b>Conditional formatting</b>	<ul style="list-style-type: none"> <li>• Conditional formatting from cell value</li> <li>• Conditional formatting from a formula</li> <li>• Editing conditional formatting rules</li> <li>• Adding spark lines</li> </ul>
<b>Advanced sorting and filtering</b>	<ul style="list-style-type: none"> <li>• Sorting custom lists</li> <li>• Sorting by colour</li> <li>• Complex filtering criteria</li> <li>• Searching for criteria</li> <li>• SUBTOTAL function</li> <li>• Subtotalling a list</li> <li>• Creating a simple PivotTable</li> </ul>
<b>Tables</b>	<ul style="list-style-type: none"> <li>• Creating a table</li> <li>• Adding a table formula</li> <li>• Adding records to a table</li> <li>• Adding totals row</li> <li>• Grouping and hiding an outline</li> </ul>
<b>Advanced charts</b>	<ul style="list-style-type: none"> <li>• Creating a chart sheet</li> <li>• Switch columns/rows</li> <li>• Creating a secondary axis</li> <li>• Changing a series chart type</li> <li>• Moving a chart</li> <li>• 3D charts</li> <li>• 3D chart rotation</li> </ul>