**FRONTLINE MANAGERS - FAST FACTS**

These In-services are designed to assist and support our frontline managers and supporting managers with their roles and responsibilities in relation to core operational functions and where to access resources easily.

### 30 minute In-Services ● Fast Facts Sheets

#### IN-SERVICE 1: INTRODUCTION & SYSTEMS OVERVIEW

**Computer Training**


How to apply for Computer Training Courses  [Metro North IT training courses (DOC, 863KB)](http://qheps.health.qld.gov.au/metronorth/it/training.htm)

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**Microsoft Excel – Fundamentals**

**Features covered**

- Understanding the Ribbon
- Customising the QAT
- Working in Compatibility mode
- Understanding Data types and the differences
- Smart Tags and options
- Displaying leading zeros eg. Payroll numbers, mobile phone numbers
- Formatting dates correctly
- Using the keyboard to select ranges

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**Microsoft Excel Tips and Tricks -**

**Features covered**

- Understanding the Ribbon
- Customising the QAT
- Working in Compatibility mode
- Using the keyboard to select ranges
- Freeze Panes
- Displaying multiple workbooks on the screen
- Displaying multiple worksheets on the screen
- Working with Sheets – Inserting, Deleting, Copying, Moving and Copying to another workbook.
- Conditional Formatting to highlight duplicate data

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**Microsoft Excel Advanced Functions**

**Features covered**

- Highlighting ranges efficiently
- AutoFill – the many uses
- Relative v Absolute Cell references
- MIN, MAX, AVERAGE

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**Microsoft Excel Pivot Tables**

**Pivot Tables**

- Create a Pivot Table from the raw data
- Gain an understanding of the Column Labels, Row Labels, values and report filter
- Modify the Pivot Table
- Apply Filters
- Use a variety of functions within the Pivot Table
- Refresh the Pivot Table
- Chart the pivot table
- Gain an understanding of slicers and insert them into a pivot table

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**Subtotalling**

- Sort the raw data
- Create a subtotal for a column of data
- Create a second subtotal on a different column of data

**Excel Table feature**

- Create an Excel table
- Work with the Total Row
- Filter the data
- Apply different functions to the filtered data

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V0.1 Effective: Updated July 2018
Microsoft Excel – Data Validation and Range Names

Features covered:
- Understanding the Ribbon
- Customising the QAT
- Working in Compatibility mode
- Understanding the uses of Range Names
- Create Range Names
- Use Range Names within Functions

- Use Range Names across multiple sheets
- Modify Range Names
- Delete Range Names
- Create drop down lists with input and error message
- Create input message and error messages
- Create a button in the workbook so others can run the macro
- Step into the VBA code
- Use relative and absolute cell references
- The role of the Personal Workbook
- Backing up the Personal Workbook
- Delete macros

Microsoft Excel - Macros

Features covered:
- Modifying the Ribbon
- Customising the QAT
- Plan, record, test and edit macros
- Modify the QAT by adding buttons to run the macros

Microsoft Excel – Visualising Data with Dynamic Charts

Features covered:
- Understanding the Ribbon
- Customising the QAT
- Working in Compatibility mode
- Create a variety of Charts including Column, Line and Bar Charts
- Understand what an embedded chart is
- Change the chart location

- Format the plot area
- Format the axis
- Insert Chart Labels
- Apply styles using the gallery
- Compare specific data series
- Create Trend Lines
- Create a Pie Chart
- Create charts from data on different worksheets

Microsoft Outlook – Basic Module

Features covered:
- Understanding the Ribbon
- Customising the QAT
- Customising the views, including adding to your Favourite Folders
- Creating and working with multiple signatures
- Customising the toolbars

- Archiving using Enterprise Vault - explained and demonstrated
- Sending from other mailboxes - using the From field and different signatures
- Using the Address book efficiently
- Appointments – creating, moving and changing

Microsoft Outlook – Advanced Module

Features covered:
- Understanding the Ribbon
- Customising the QAT
- Adding buttons and customising toolbars
- Adding and managing other mailboxes
- Sharing and opening a shared calendar

- Using the Find feature across multiple mailboxes
- Creating Rules
- Scheduling appointments
- Retracting Mail and meetings
- Archiving using Enterprise Vault - explained and demonstrated

Microsoft PowerPoint – Basic

Features covered:
- Understanding the Ribbon
- Customising the QAT
- Working in Compatibility mode
- Navigate PowerPoint
- Creating a new Slide
- Changing Slide Layout
- Inserting Bullet Points
- Creating Charts

- Creating Tables
- Creating Flowcharts
- Applying Designs / Templates
Please complete a **PC Application Form** and return to Computer Training Centre email: **MNIT-Computer-Training@health.qld.gov.au**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Caboolture Hospital Computer Training Room</strong></td>
<td></td>
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<tr>
<td>Excel Data Validation &amp; Range Names</td>
<td>18-07-2018</td>
</tr>
<tr>
<td>Excel Advanced Functions</td>
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<tr>
<td>Excel Macros</td>
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<td>Outlook Advanced (Condensed)</td>
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</table>

| **Redcliffe Hospital Computer Training Room**               |           |
| Excel Data Validation & Range Names                         | 18-07-2018|
| Excel Advanced Functions                                    | 18-07-2018|
| Excel Macros                                                | 18-07-2018|
| Outlook Advanced (Condensed)                                | 14-08-2018|
| Excel Tips and Tricks                                       | 14-08-2018|
| Excel Advanced Functions                                    | 14-08-2018|
| Excel Advanced Functions                                    | 11-09-2018|
| Excel Pivot Tables                                          | 11-09-2018|
| Excel Macros                                                | 11-09-2018|
| PowerPoint Basic                                            | 09-10-2018|
| Excel Tips and Tricks                                       | 09-10-2018|
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| Excel Tips and Tricks                                       | 13-11-2018|
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| Excel Tips and Tricks                                       | 05-12-2018|
| Excel Advanced Functions                                    | 05-12-2018|
| Excel Pivot Tables                                          | 05-12-2018|
**PC Training Application Form**

**Level 9, Block 7**
Royal Brisbane and Women's Hospital
Telephone (07)3646 1496 Fax (07) 3646 1664
Email: MNIT-Computer-Training@health.qld.gov.au

<table>
<thead>
<tr>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

**Preferred course dates**

**Unavailable dates (eg. Holidays)**

### PART A – TO BE COMPLETED BY APPLICANT

- Do you have access to a Personal Computer in your workplace?  
  - Yes  
  - No

- Do you meet the course pre-requisites for this application (see Training Program)?  
  - Yes  
  - No

Tick the pre-requisites you have attended:

- Computers in the Workplace
- Word Level 1
- Excel Level 1

Which site would you prefer training at?  
- Herston
- TPCH
- Redcliffe
- Caboolture

*NB* Only Module training offered at Red/Cab

### PART B – TO BE COMPLETED BY APPLICANT’S SUPERVISOR

**ALL SECTIONS MUST BE COMPLETED**

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Telephone No.:</th>
<th>Position:</th>
</tr>
</thead>
</table>

**Priority**

- Critical to departmental operations (as soon as possible)
- Essential in the near future (within 6 months)
- For Professional Development

How often will the applicant be using this software?  
- Daily
- Weekly
- Monthly

How often will the applicant be using the Windows Environment?  
- Daily
- Weekly
- Monthly
- Occasional

**Comments:**

**Employment (pay) Sector / Business Area:**

**Department (in full):**

Approval is given for the applicant to apply for the above mentioned course.

**Signature:**

**Date:**

**Chargeable Cost Centre Code:**

**Authorised Expenditure Approval Officer’s (AEAO) Name (if different from above):**

**AEAO Position:**

**AEAO Telephone No.:**

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**All Sections of this Application MUST be completed or the application form will be returned**
PART C – TO BE COMPLETED BY APPLICANT

Payroll Number: 
Title: Prof/Dr/Mr/Mrs/Ms/Miss (circle whichever applicable) Position: 
Given Name: 
Department/Ward: 
Preferred Name (if different from above): Hospital/Location: 
Surname: 
Category: (eg. Admin/Nursing): 
Gender: □ Male □ Female Level: (eg A02, 1, 001): 
Work Telephone: Work Facsimile: 
Mobile Phone: 
Preferred Email Address (for notification of course details): 
Work Address (especially if at a Community site): 

Preferred method of notification: □ Confirmation Letter □ Email □ Facsimile □ Mobile Phone □ Home Phone (eg. shift worker – please provide): 
Can you be notified at short notice? □ Within 24 hrs □ Within 48 hrs □ Within 1 week □ No 
If applicable, please identify which EEO Target Group you belong to. (optional) 
□ Aboriginal & Torres Strait Islander □ Physical and Intellectual disabilities □ Non-English speaking □ Women 
Do you require any special arrangements to be made (eg. Wheel chair access)? □ Yes □ No 
If yes, please indicate what arrangements will be required:

Signature: Date: 

IMPORTANT INFORMATION

1. It is the responsibility of you, the applicant, to notify your supervisor when you have been booked into a course.
2. Confirmation of your attendance at least one (1) week prior to course commencement is required.
3. Early notification of course cancellations would be appreciated to enable other staff to attend in your place.
4. Register at least fifteen (15) prior to course commencement.

Training and Development Manager

Please complete the section below – Do Not Detach
If not completed confirmation of receipt of application will not be returned

Your application for □ course has been received. Your supervisor has identified your application as
□ Critical (as soon as possible) □ Essential (within 5 months) □ Professional Development
When you have been booked into a course you will receive an enrolment letter with the course details.

Insert your Name and Work Address in the above box

Print Form