

Microsoft Excel Introduction Course Schedule

Unit Standard: 116937

Course Schedule

1. Understanding MS Excel
2. Explaining the MS Excel Screen
3. Creating spreadsheets: entering and editing data
4. Adding data to spreadsheets
5. Adding data, dates numbers to a spreadsheet
6. Navigating in MS Excel
7. Creating and using multiple worksheets / workbooks
8. Cut, Copy and Paste Options
9. Saving Spreadsheets
10. Entering basic formulas and using Autosum
11. Manipulating cells
12. Automatically filling cells
13. Formatting a spreadsheet using the HOME ribbon
14. Checking spelling
15. Printing spreadsheets and printing options
16. Using the Zoom feature

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

This course is designed for those who wish to gain the necessary skills to create, edit, format and print basic Microsoft Excel worksheets.

Assessment and moderation of submitted POE's @ R150 pp

Prerequisites: Candidates should be comfortable using a mouse and keyboard

You will learn:

- How to get started with MS Excel
- How to create, modify, format and print a workbook
- Use basic formulas

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards.



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Microsoft Excel Intermediate Course Schedule

Unit Standard: 116940

Course Schedule

1. Customizing Excel
2. Working with the View Tab
3. Freezing Panes
4. Changing Excel Defaults
5. Working with multiple Sheets
6. Adjusting ranges between sheets
7. The SUM function – using BODMAS
8. Understanding formula errors
9. Absolute referencing
10. The ROUND function
11. Statistical Functions (Count, Average, Max, Min)
12. Working with Templates
13. Advanced Formatting Options
(number, date, currency, percentage)
14. Advanced Border Application
15. Evaluating Spreadsheet

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

Assessment and moderation of

Prerequisites: Candidates should be comfortable with the MS Excel Environment and basic formatting.

You will learn:

- Formula building
- Customising MS Excel & Options
- Advanced formatting

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Microsoft Excel Advanced Course Schedule



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Unit Standard: 258882

Course Schedule

1. Data Validation
2. Sorting Data & Subtotals
3. Date and Time Functions
4. Mathematical Functions (Sumif)
5. Statistical Functions (Countif, Counta)
6. Financial Functions (FV, NPV, PMT, IPMT, Nper, PV)
7. Text Functions (Upper, Lower, Proper, Concatenate)
8. Lookup and Reference Functions (VLookup, HLookup)
9. Logical Functions (If, And, Or, Not, Nested If)
10. Named Ranges
11. Goal Seek
12. Scenarios
13. Database Analysis Functions

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost: R990-00 per person

Venues: Our training room or yours

This course is designed for those who wish to gain the necessary skills to use advanced formulas and manage large databases.

Assessment and moderation of

Prerequisites: Candidates should be familiar with basic formula building and the contents of MS Excel Intermediate.

You will learn:

- How to build advanced formulas and data manipulation.

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards.

Microsoft Excel Charting Course Schedule

Unit Standard: 116943

Course Schedule

- 1) Introduction to graphs and charts
- 2) Types of graphs
- 3) Working with Charts
- 4) Identifying the Parts of a Chart
- 5) Creating a Chart
- 6) Chart Tools
- 7) To Change the Chart Style
- 8) Moving a chart
- 9) Resize a chart
- 10) Deleting a graph
- 11) Importing data from an external source
- 12) Insert and edit objects
- 13) Inserting an object
- 14) To copy and paste an object
- 15) To Cut and Paste an object
- 16) To resize an object

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

This course is designed for those who wish to gain the necessary skills to build and edit charts.

Assessment and moderation of

Prerequisites: Candidates should be comfortable with the MS Excel environment.

You will learn:

- What charts are
- How to build charts
- How to select correct chart
- How to edit, enhance and print charts

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards



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Microsoft Excel Databases Course Schedule

Unit Standard: 258876

Course Schedule

1. Importing and Exporting Data
2. Consolidating and Linking Data
3. Working with Filtered Data (including subtotals)
4. Advanced Filtering
5. Using Forms to input data
6. Creating and using Macros
7. Conditional Formatting
8. Editing Macros in VBA
9. Creating Pivot Tables
10. Working with Pivot Tables
11. Using the Pivot Table Tabs
12. Creating Pivot Charts
13. Working with Pivot Charts
14. Using charts for data analysis
15. Creating and using PowerPivots to build reports

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

This course is designed for those who wish to gain the necessary skills to manipulate data in Microsoft Excel worksheets.

Assessment and moderation of submitted POE's @ R150 pp

Prerequisites: Candidates should be comfortable using a mouse and keyboard and the Excel environment, including building formulas.

You will learn:

- How to get started with MS Excel
- How to create, modify, format and print a workbook
- Use basic formulas

Candidates who successfully complete a Portfolio of Evidence will receive a



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