



## » TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who use MS Excel and want to expand their knowledge of MS Excel in terms of data analysis, reporting and functions; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.

## » BENEFITS

The benefits of this skills programme include:

- knowledge of the advanced capabilities of the MS Excel spreadsheet program;
- improved efficiency in utilising MS Excel to complete tasks; and
- secure documentation.

## » ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

# ICDL EXCEL ADVANCED

This skills programme provides the learner with the advanced skills for operating a spreadsheet program such as MS Excel in order to become an expert user.



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# PROGRAMME OUTLINE

## LEARNING UNIT ONE

### DATA

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- Naming cells and ranges and their rules
- Create and delete named ranges
- AutoFormat a cell range
- Create a custom number format - examples
- Format a range of cells using conditional formatting
- Paste Special options
- Common text formats
- Import text into a worksheet
- Using custom number formatting codes

## LEARNING UNIT TWO

### DISPLAY

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- Freeze or unfreeze column titles and row titles separately and at the same time
- Hide or unhide rows, columns and worksheets
- Create or remove subtotals
- Use a one and two input Data Table command

## LEARNING UNIT THREE

### PROTECTION

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- Protect or un-protect worksheets and cells

## LEARNING UNIT FOUR

### SECURITY

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- Specify a password for opening or saving a workbook
- Protect or un-protect a workbook

## LEARNING UNIT FIVE

### SORTING

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- Different types of sorting options in Excel - sorting an internal Excel list, sorting data on a list and sorting the list on a single field
- Customise sorting options

## LEARNING UNIT SIX

### QUERYING AND FILTERING

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- Using AutoFilters and drop-down AutoFilters
- Perform multiple queries
- Specify a conditional filter criteria
- Using the and/or filters
- Removing all AutoFilters
- Using top 10 AutoFilter and the advance filter
- Filtering unique records

## PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- apply advanced formatting options such as conditional formatting, customised number formatting and handle worksheets;
- use functions such as those associated with logical, statistical, financial and mathematical operations;
- create charts and apply advanced chart formatting features;
- work with tables and lists to analyse, filter and sort data;
- create and use scenarios;
- validate and audit spreadsheet data;
- enhance productivity by working with named cell ranges, macros and templates;
- use linking, embedding and importing features to integrate data;
- collaborate on and review spreadsheets; and
- apply spreadsheet security features.

## ENTRY REQUIREMENTS

It is assumed that learners accessing this skills programme are competent in:

- communication (NQF level 2); and
- MS Excel Intermediate.

## DURATION

Four-day practical contact session.

## ASSESSMENT

Learners will be assessed through completing a practical test.

# PROGRAMME OUTLINE

## LEARNING UNIT SEVEN

### LINKING

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- Link cells or charts within worksheets in workbook
- Link cells or charts within different workbooks
- Copying a chart from one workbook to another
- What is embedding and linking?
- Embed data (or a chart) from Excel into a Word document
- Paste link selected Excel data or charts to a Word document
- Consolidate data over several worksheets

## LEARNING UNIT EIGHT

### TEMPLATES

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- How to create, use and edit a template

## LEARNING UNIT NINE

### CHARTS AND GRAPHS

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- Use the Chart Wizard to create a chart
- Quickly create a chart using default settings
- Change the angle of pie chart slices
- Format chart axis, title, size, type, legend, data series and data labels
- Add or delete a data series in a chart
- Insert an image into a 2D chart

## LEARNING UNIT TEN

### USING FUNCTIONS

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- Financial functions
- AutoSum functions
- Logical functions
- Text functions
- Date & Time functions
- Lookup and Reference functions
- Math and Trigonometry functions
- Statistical functions
- Engineering functions
- Cube functions
- Information functions

## LEARNING UNIT ELEVEN

### PIVOT TABLES AND DYNAMIC CROSTAB

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- Create, modify and refresh the Pivot table
- Group data within a Pivot table

# PROGRAMME OUTLINE

## LEARNING UNIT TWELVE SCENARIOS AND VERSIONS

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- The Scenario Manager and an example thereof
- Show a scenario
- View an alternative scenario
- Create a scenario summary

## LEARNING UNIT THIRTEEN AUDITING

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- Display the Formula Auditing toolbar
- Trace errors in a cell and examples of using trace precedents
- Trace the dependants of a cell and examples of using them
- Display all formulas within a worksheet
- Cell comments - adding, displaying, editing and removing comment

## LEARNING UNIT FOURTEEN MACROS

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- Record a macro and assign a macro to a key
- Disable macro