



» TARGET GROUP

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

- individuals who have basic computer skills and want to learn how to create and edit spreadsheets using basic formulas and functions;
- individuals who are current MS Excel users and want to strengthen or expand their knowledge of MS Excel; 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 use and capabilities of the MS Excel spreadsheet program;
- improved efficiency in completing work tasks; and
- enhanced aesthetic presentation of information - spreadsheets, tables, charts and graphs.

ICDL EXCEL INTERMEDIATE

This skills programme provides the learner with the skills to operate the MS Excel spreadsheet program at an intermediate level.



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» 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.

» PROGRAMME OUTCOMES

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

- work with spreadsheets and save them in different file formats;
- choose built-in options such as the Help function within the application to enhance productivity;
- enter data into cells and use good practice in creating lists;
- select, sort, copy, move and delete data;
- edit rows and columns in a worksheet;
- copy, move, delete and appropriately rename worksheets;
- create mathematical and logical formulas using standard spreadsheet functions;
- use good practice in formula creation and recognise error values in formulas;
- format numbers and text content in a spreadsheet;
- choose, create and format charts to communicate information meaningfully; and
- adjust spreadsheet page settings, check and correct spreadsheet content before finally printing spreadsheets.

» ENTRY REQUIREMENTS

It is assumed that learners accessing this skills programme:

- are competent in communication (NQF level 2); and
- have used a spreadsheet or word-processing application before.

PROGRAMME OUTLINE

LEARNING UNIT ONE USING THE APPLICATION

- First steps with spreadsheets - opening, creating, saving and switching worksheets
- Templates
- Today's Tip - display and hide assistant
- Adjust settings - zoom, display, hide, freeze, unfreeze and modify preferences

LEARNING UNIT TWO CELLS

- Insert data - numbers, text, dates or times
- Select cells
- Rows and columns - insert, delete, change, default
- Edit data - insert cells, modify or replace cell contents, undo and redo
- Duplicate, move and delete a cell/row/column
- Search and replace to find and replace text within a worksheet
- Sort data using the sort icons

LEARNING UNIT THREE WORKSHEETS

- Worksheets - inserting, renaming, deleting, copying and moving

LEARNING UNIT FOUR FORMULAS AND FUNCTIONS

- Arithmetic formulas
 - Enter formulas into the worksheet cell
 - Enter a cell or range reference by pointing
 - Operator evaluation order within Excel
 - Common formula error messages
 - Online help with formula error messages
- Cell referencing
 - What is relative addressing?
 - What is absolute addressing?
- Working with functions
 - What is a function?
 - Common functions - SUM, AVERAGE, MAX, MIN, COUNT and IF

LEARNING UNIT FIVE FORMATTING

- Numbers and dates formats
- Contents - change, modify and copy text formats
- Alignment border effects

PROGRAMME OUTLINE



DURATION

Three-day practical contact session.



ASSESSMENT

Learners will be assessed through completing a practical test.

LEARNING UNIT SIX

CHARTS AND GRAPHS

- Using charts and graphs - adding, removing, changing, copying, moving, re-sizing and deleting

LEARNING UNIT SEVEN

PREPARE OUTPUTS

- Worksheet setup - modifying, creating, adding and inserting
- Preparing worksheet, previewing and printing