

## **MS Excel Advanced ver. 2010/2013/2016**

**1 or 2 Days**

*(Credits gained towards a National Certificate: IT End User Computing, NQF 3)*

---

### **1. UNIT STANDARD**

**Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet**

Unit Standard: 116943  
NQF Level: 4  
Credits: 3

### **2. PROGRAMME OVERVIEW**

This programme focuses on customizing and automating repetitive actions. Advanced Formulae and functions are enforced by numerous exercises.

### **3. TARGET AUDIENCE**

This programme is intended for a delegate who needs more advanced features in Excel to automate tasks and to use formulae and functions more effectively. Delegates who would like to be assessed for a computer qualification or delegates who wish to obtain Microsoft Office Specialist certification could also attend this course.

### **4. PREREQUISITES**

The delegates must have a solid working experience on a computer, working with Windows; handling the mouse, opening and finding documents and basic typing skills. The delegates must also know the functionality of an Excel spreadsheet, e.g., navigating, inserting/deleting columns and rows and formatting on an Intermediate level.

***Growing People...Building Talent...Creating Leaders***

***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, IC DL, IMM,  
MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

## 5. PROGRAMME OUTLINE

Topic 1: Using the Quick Access Toolbar to add buttons to specific workbooks and to customize	Topic 2: Error Messages and their meanings	Topic 3: Workbooks and Worksheet Protection
		WORKSHEET Protection WORKBOOK Protection Saving a Workbook with a Password
Topic 4: Conditional Formatting	Topic 5: Data Validation	Topic 6: Templates
	Create a List with specific values to choose from – using data validation Using Data Validation to trace errors on a Spreadsheet	
Topic 7: The Paste Special	Topic 8: Go To (F5) - Special Features	Topic 9: Relative and Absolute Cell Addresses
Command Transposing Data Pasting data with a link	Filling Blank Cells with the same Data as in the Cell Above	Mixed Cell Addressing
Topic 10: Useful Spreadsheet Functions	Topic 11: Group and Outline	Topic 12: Using Range Names in Workbooks
UPPER, LOWER, PROPER, CONCATENATE, LEN, MID, LEFT, RIGHT, FIND, SEARCH, TRIM, SUBSTITUTE, TEXT ABS, ROUND, INT, TRUNC, RAND, RANDBETWEEN, VALUE Lookup Functions VLOOKUP and HLOOKUP If Statements IF (Condition True, False) - Overview The NESTED IF IF Statement: Using AND, OR NOT SUMIF, COUNTIF Date and Time Functions NOW (), TODAY (), MONTH (), DAY (), YEAR (), DATE (year, month, day)	Creating manual and automatic outlines	Using Range Names in Formulas

***Growing People...Building Talent...Creating Leaders***

***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, ICDL, IMM,  
MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

Topic 13: Copying Worksheets from different Files	Topic 14: Consolidation (totals) a group of Sheets/Workbooks	Topic 15: Using the List/Database Features in Excel
Grouping and Linking Worksheets	Linking different files Changing the file reference in a linked file Breaking a link to a source file Saving a tiled arrangement (Workspace) Viewing more than one worksheet in the same Workbook	Sorting Data in a Database/list
Topic 16: Subtotals	Topic 17: Filtering Data	Topic 18: Data Analysis (What IF scenarios)
Nested Subtotals	Using the Advanced Filter options	Using Goal Seek, Using Solver, Creating Scenarios

## 6. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

[National Certificate: IT End User Computing NQF Level 3](#)

You might also be interested in the following programmes:

MS Visual Basic (VB)

MS PowerBI

[Dashboard Development in Excel \(Data Analytics\)](#)

[Contact us](#) for more info

---

To access our public schedule, [click here](#)

For in-house or customised training requirements get in touch [here](#)

---

***Growing People...Building Talent...Creating Leaders***

***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, IC DL, IMM, MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*