

MS Excel Fundamentals

1 Day

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

1. UNIT STANDARD

Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets Unit

Standard: 116937

NQF Level: 2

Credits: 4

2. PROGRAMME OVERVIEW

The programme introduces Excel at an elementary level, introducing the first time user to Excel. Features covered: using the Excel screen; navigation between cells, sheets and workbooks and how to enter data; basic calculations and formulae; saving of data, and finding saved documents; editing and printing spreadsheet information.

3. TARGET AUDIENCE

This programme is intended for a first time Excel User, or delegates who would like to be assessed for a computer qualification or delegates who wishes to obtain Microsoft Office Specialist certification.

4. PREREQUISITES

The delegates must have basic Windows skills; handling the mouse, opening and finding documents and basic typing skills.

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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: The MS Excel Screen	Topic 2: Mouse Pointers in MS Excel	Topic 3: Scrolling in a Worksheet
Using the Ribbon, Tabs and Groups What is an Excel workbook? What is an Excel worksheet? Managing Excel Workbooks Saving Workbooks, Opening Saved Documents Using Help	Select, move or copy, the Auto fill Handle	Shortcuts and Using the Go To option.
Topic 4: Working In an Excel Workbook	Topic 5: Entering Data	Topic 6: Find and Replace Data
Adjusting Columns Widths Changing the Names of Sheet Tabs Changing the Colour of Sheet Tabs Moving Between Multiple Workbook Sheets	Entering Text Entering Numbers Entering Date and Time	Using Undo and Redo
Topic 7: Checking Spelling	Topic 8: Formulas	Topic 9: Functions
	Operators for Formulas Order of Operations	Sum, Average, Max, Min, Count Quick Calculations Editing Formulas/Functions
Topic 10: Rearranging a Worksheet	Topic 11: Formatting a Worksheet	Topic 12: Page Setup
Insert/Delete Columns/Rows in a Worksheet	Formatting Numbers Formatting Text Orientation of Data within Cells, i.e. Vertical Headings Wrap Text in a cell Centre across selection Shading of Cells Using Borders Clear Formats	Changing the Page Orientation – Landscape/Portrait Setting paper size Inserting Headers and Footers Changing the Margins
Topic 13: Printing Options	Topic 14: Saving Excel Files in Different File Formats	Topic 15: Introduction to Charts (Optional)
Setting a Print Area Page Break View and adding additional page breaks Printing Column or Row Headings		Terminology Using the F11 shortcut to create a chart

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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 programme:

[MS Excel Intermediate \(Incl. Pivots & Macros\)](#) – pre-requisite for Dashboards and PowerBI

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

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

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