

## **MS Excel Intermediate** **2 Days**

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

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### **1. UNIT STANDARD**

#### **Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem**

Unit Standard: 116940  
NQF Level: 3  
Credits: 6

### **2. PROGRAMME OVERVIEW**

Using an Excel spreadsheet to solve a specific outcome, using formulae and functions and using features like charts to enhance a spreadsheet. This course concentrates on formatting of data and displaying information in a professional manner.

### **3. TARGET AUDIENCE**

This programme is intended for a delegate who already knows how to enter data into a spreadsheet and knows the basic concepts of a spreadsheet. 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 basic Windows skills; handling the mouse, opening and finding documents and basic typing skills. The delegates must also know the basics of an Excel spreadsheet, e.g., navigating, inserting/deleting columns and rows and basic formatting.

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***Accreditation and Certifications***

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

## 5. PROGRAMME OUTLINE

Topic 1: Using Templates	Topic 2: Working In the MS Excel Window	Topic 3: Saving Options for documents
	The Menu Ribbon Customizing the Quick Access Toolbar	Workbook Properties
Topic 4: Workbooks and Handling Large Spreadsheets	Topic 5: Naming/Moving/Deleting/Copying sheets in a workbook	Topic 6: Organising Large Projects
Swapping Columns or Rows View more than one document at the same time View more than one worksheet at the same time	Copy/Move sheets to another workbook or within a current workbook Hiding/Un hiding Worksheets	Splitting the Screen Freezing/Unfreezing Titles Hiding/Un hiding Columns/Rows Inserting/Removing manual Page breaks Printing Row and Column Titles
Topic 7: Using Autocorrect and Customised Lists	Topic 8: Formatting (More advanced features)	Topic 9: Functions and Formulae
Creating a Linear Series	Formatting Numbers Change Letters to Superscript or Subscript Borders and Shading/Patterns Use the Format Paintbrush Text Alignment and wrapping of headings – Vertical Headings	Using various formulae and using the Function Wizard Error Messages and Their Meaning Using Auto Calculate (Quick Calculations)
Topic 10: Working with Dates and Time and using the Date and Time formulae	Topic 11: The IF Statement	Topic 12: Relative and Absolute Cell Addresses
Format Dates Custom formats on dates	SumIF, AverageIF	

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Topic 13: Using Comments	Topic 14: Sorting and filtering In Excel	Topic 15: Charts
	Sorting by colour Custom filters	Terminology Different Types and Plotting a Chart with Non-Adjacent Data Change Chart Options To Change the Scale on a Chart Adding a New Series to a Chart on the Same Sheet Creating a mixed chart (Combination Charts) Inserting Data Labels and a Chart Adding a Trend Line to a Chart
Topic 16: Page Setup (Overview)	Topic 17: Printing Options (Overview)	Topic 18: Evaluate
Headers and Footers Changing the Margins Centering Data Vertically and Horizontally On a Page	Setting a Print Area Page Break Preview Printing Column or Row Headings	Spreadsheets Using tracing
Topic 19: Importing Files from Other Applications	Topic 20: Inserting SmartArt and shapes i.e. Organograms	Topic 21: Pivots & Macros
		Adding a Page Field to a Pivot table Monthly reports - Grouping Data in a Pivot Table Using Calculations in a Pivot Table Using Multiple Consolidation Ranges in a Pivot Table Creating a PivotChart Report from an Existing Pivot Table Slicers To record a macro (Absolute/Relative)

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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 programmes:**

[MS Excel Advanced](#)

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

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

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

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