

## Microsoft Excel – Basic

This MICT SETA accredited *Microsoft Excel Basic Training Programme* is ideal for those who wish to learn the basic skills and gain a formal qualification in Microsoft Excel and spreadsheets.

### Accreditation

SETA	Accreditation Number
Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)	ACC/2015/07/0048

### Unit Standards

Total Credits: 7 Credits

US No:	Unit Standard Title	NQF Level	Credits	Duration
<a href="#">116937</a>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4	2 Days Portfolio completed in class
<a href="#">258879</a>	Change the appearance of a spreadsheet	3	3	

See page 3 for the training programme outline.

### Who should attend?

<ul style="list-style-type: none"> <li>Those who want to obtain a formal qualification Microsoft Excel – Basic.</li> <li>Those who wish to increase the level of skill in MS Excel in the workplace or setting where this knowledge is required.</li> </ul>	<ul style="list-style-type: none"> <li>Those working towards SAQA Qualification 61591, National Certificate: Information Technology: End User Computing. NQF Level 3, 130 Credits.</li> <li>Corporate clients and individuals are welcome.</li> </ul>
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### What are the benefits?

Benefits	
<ul style="list-style-type: none"> <li>Credits towards a skills programme.</li> <li>Credits towards a full qualification.</li> <li>Skills in MS Excel Basic and spreadsheets.</li> <li>Job advancement.</li> <li>Improved productivity</li> </ul>	<ul style="list-style-type: none"> <li>Opportunity to complete this training programme through an accredited training provider.</li> <li>Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.</li> </ul>

### What are the entry requirements?

- Mathematical literacy and communication skills at least at NQF Level 1 and basic knowledge of Windows.

### How is this training programme completed and what is the duration?

- This programme is completed through class attendance.
- Training is provided for corporates and individuals.

### ENJO Consultants (Pty) Ltd

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ENJO MS Excel Basic V1 Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

## What does this programme entail?

- A 2-day practical interactive training programme which is presented by a qualified and experienced facilitator.
- Portfolio of Evidence (PoE) submission on day 2 of the training for assessment.

## What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

## Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a MICT SETA registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the MICT database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

## Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Refreshments and a free complimentary light lunch is served for those who attend at ENJO Consultants.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

## Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)

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## Microsoft Excel – Basic: Outline

### Study Unit 1: Demonstrate an understanding of the principles of spreadsheets.

- Spreadsheet is defined in terms of its purpose and use.
- Examples of spreadsheets that can be produced using a spreadsheet application are provided.
- The benefits of using a spreadsheet application for producing and working with spreadsheets are explained.
- Examples of spreadsheet programs are named.
- Properties of a spreadsheet are identified and described in terms of its purpose and use.

### Study Unit 2: Create, open and save spreadsheets..

- The spreadsheet application program is opened.
- A new spreadsheet is created.
- Methods of moving the cell cursor are demonstrated in order to move about the spreadsheet.
- Saving spreadsheets is explained in terms of its purpose and the destination of the saved file.
- The spreadsheet is saved with a specific name in a specific folder.
- The spreadsheet is closed.
- An existing spreadsheet is opened and closed.
- The spreadsheet application program is closed.

### Study Unit 3: Produce a spreadsheet from a given specification..

- A spreadsheet is produced with the required data from given specification.
- Formulae are entered to achieve the given specification.
- The differences between data cells, label cells, and formula cells are explained.
- The spreadsheet is in accordance with the given specifications.
- Practices are demonstrated to ensure the integrity of the data.
- The benefits of saving a file in different formats is explained.
- A spreadsheet is saved in a different format.

### Study Unit 4: Edit a spreadsheet.

- An existing spreadsheet is opened.
- Cells are selected for manipulation and de-selected.
- Cells are manipulated.
- Use the automatic fill feature to automatically enter data in cells.
- Text is located and replaced in a spreadsheet by using features of the application.

### Study Unit 5: Format a spreadsheet.

- Cells are formatted using formatting features of the spreadsheet application.
- Rows are formatted.
- Columns are formatted.

### Study Unit 6: Check spelling and grammar in a spreadsheet.

- The dictionary to be used for spelling and word usage is set up.
- Text is entered and corrected automatically while entering.
- Text is checked for spelling and grammar and corrections made based on judgement.
- Words are added to the custom dictionary.

### Study Unit 7: Print a spreadsheet using features specific to spreadsheets.

- The printing of gridlines is altered.
- A row is selected to print on each page of the printed spreadsheet.
- Different ways of printing sheets within a spreadsheet are demonstrated, according to given specifications.

### Study Unit 8: Outline data in a spreadsheet.

- Data is outlined in a spreadsheet in order to give an overview of the content.
- The data associated with the outline is shown in a spreadsheet in order to reflect the detailed information.
- The data associated with the outline is hidden in a spreadsheet in order to focus attention on the overall information.
- An outline is removed from data in a spreadsheet to meet user requirements.

### Study Unit 9: Modify the display of spreadsheet data..

- Columns are hidden and unhidden from view in order to protect source information.
- Rows are hidden and unhidden from view to meet user requirements.
- The spreadsheet is split horizontally or vertically in order to access different parts of the document at the same time.
- The split is repositioned according to user requirements.
- The split is removed according to user requirements.

### Study Unit 10: Apply conditional formatting to data.

- Columns are hidden and unhidden from view in order to protect source.
- Decisions are made on the applicability of using conditional formatting in a given situation.
- Conditional formatting is applied to data to facilitate usability of information.
- Conditional formatting is removed from data to meet user requirements.

### Study Unit 11: Create and use templates.

- A template is created for maintaining standard in-put documents using available features.
- A new template is saved as a spreadsheet with a specific name in a specific folder.
- A created template is retrieved to produce a spreadsheet which was saved.
- A created template is edited according to user requirements.

### Study Unit 12: Work with comments.

- The uses of working with comments are analysed in terms of their impact on a spreadsheet.
- Decisions are made on the applicability of working with comment in a given situation.
- Comments are inserted to display additional information as required.
- Comments are edited to reflect changes and updates to information.
- Comments are printed utilising different options.