# Microsoft Excel – Intermediate

This MICT SETA accredited *Microsoft Excel Intermediate Training Programme* is ideal for those who wish to learn the intermediate 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: 9 Credits

| US No: | Unit Standard Title | NQF Level | Credits | Duration |
|---|---|---|---|---|
| 116940 | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem | 3 | 6 | 2 Days Portfolio completed in class |
| 116943 | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet | 4 | 3 | |

*See page 3 for the training programme outline.*

## Who should attend?

- Those who want to obtain a formal qualification for Microsoft Excel Intermediate.
- Those who wish to increase the level of skill in MS Excel in the workplace or setting where this knowledge is required.

- Those working towards SAQA Qualification 61591, National Certificate: Information Technology: End User Computing.  NQF Level 3, 130 Credits.
- Corporate clients and individuals are welcome.

## What are the benefits?

| Benefits | |
|---|---|
| • Credits towards a skills programme.<br>• Credits towards a full qualification.<br>• Skills in MS Excel Intermediate and spreadsheets.<br>• Job advancement.<br>• Improved productivity | • Opportunity to complete this training programme through an accredited training provider.<br>• Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. |

## What are the entry requirements?

- Mathematical literacy and communication skills at least at NQF Level 2 and Excel Basic.

## 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.

## 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
Tel:  (012) 667-1985  /  Cell:  084 620 0437  /  Fax:  086 514 7543

# Microsoft Excel – Intermediate:  Outline

**Study Unit 1:  Prepare and produce a spreadsheet to provide a solution to a given problem.**
- An outline solution is developed to meet the requirements of a given brief.
- The spreadsheet produced addresses the given problem.

**Study Unit 2:  Adjust settings to customise the view and preferences of the spreadsheet application to suite the solution created for the given problem.**
- Toolbar menus are switched off and on.
- The view of the spreadsheet is enlarged and made smaller.
- The way that the spreadsheet is viewed is changed.
- Cells are frozen to prevent scrolling.
- The default file location is changed.
- A user name is added to the file.

**Study Unit 3:  Work with multiple worksheets to suite the solution to the given problem.**
- The purpose of using multiple worksheets within one spreadsheet file are explained with examples.
- New worksheets are opened.
- Worksheets are renamed in terms of their purpose within the solution to the given problem.
- Cells are manipulated between worksheets.
- A worksheet within a workbook (or spreadsheet) is deleted.

**Study Unit 4:  Apply formulae to worksheets to provide alternative solutions to the given problem.**
- Formulae are entered taking into consideration the natural order of operation.
- Formulae are entered to deliberately change the natural order of operation.
- Formula error messages are correctly interpreted and the formula corrected accordingly.
- The difference between relative and absolute cell addressing is demonstrated by using it in a formula.
- Data are changed to test possible solutions to the given problem without having to change formulae.
- Scenarios are created that demonstrate different possible outcomes.

**Study Unit 5:  Apply simple built-in functions of the spreadsheet application to the given problem.**
- Functions are explained in terms of their purpose, use and construct.
- Simple Mathematical functions are applied to the given problem.
- Statistical functions are applied that achieve the anticipated result.

**Study Unit 6:  Apply formatting to a spreadsheet applicable to the given problem.**
- Methods of automatically formatting a spreadsheet are explained.
- A spreadsheet is created using a template.
- Cells are formatted using styles.

- Formats are copied between cells.

**Study Unit 7:  Use special effects to improve the presentation of the spreadsheet.**
- Text is centered across a cell range.
- Orientation of text within a cell is changed.
- A border is applied to cells and removed from cells.
- Fill (shading) is applied to cells and removed from cells.

**Study Unit 8:  Evaluate a spreadsheet to comply with the given problem.**
- The spreadsheet is evaluated for compliance with a given problem, appropriate formatting, readability, legibility, presentation, accuracy, and data integrity.
- The spreadsheet is modified if required and compliance with the brief is confirmed.

**Study Unit 9:  Create and edit a graph.**
- The major graph types are defined in terms of their purpose.
- A graph is created from a given data source.
- A graph is edited.
- The graph type is changed.
- A graph is copied and moved based on given specifications.
- A graph is resized.
- A graph is deleted from a spreadsheet.

**Study Unit 10:  Load data from an external data source to produce a given spreadsheet result.**
- The external data file is checked to ensure that the input into a spreadsheet will achieve the required results.
- The format of the input file is determined to ensure correct input into a spreadsheet.
- The data is copied into the spreadsheet.
- The resulting spreadsheet is in accordance with the given spreadsheet result.

**Study Unit 11:  Insert and edit objects into a spreadsheet.**
- An object is inserted into a spreadsheet.
- A selected object is manipulated in a spreadsheet.
- Use a drawing tool to draw an object in the spreadsheet.

## ENJO Consultants (Pty) Ltd

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