

Microsoft Excel – Advanced

This MICT SETA accredited *Microsoft Excel Advanced Training Programme* is ideal for those who wish to learn the advanced 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: 3 Credits

US No:	Unit Standard Title	NQF Level	Credits	Duration
258876	Work with spreadsheets	4	3	2 Day Portfolio completed in class

See page 3 for the training programme outline.

Who should attend?

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

Benefits	
<ul style="list-style-type: none"> Credits towards a skills programme. Credits towards a full qualification. Skills in MS Excel Advanced and spreadsheets. Job advancement. Improved productivity 	<ul style="list-style-type: none"> Opportunity to complete this training programme through an accredited training provider. 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.

ENJO Consultants (Pty) Ltd

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ENJO MS Excel Advanced V2.2 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 1 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.

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Microsoft Excel – Advanced: Outline

Study Unit 1: Import and export text files.

- Data is imported from an external text file to a spreadsheet.
- Data is converted according to user requirements.
- Data is exported to a text file from a spreadsheet.

- A chart is created from report data for graphic representation of information.
- A report is printed and deleted in accordance with organisation specific requirements.

Pivot tables are covered by Study Unit 5.

Study Unit 2: Consolidate and link data within spreadsheets.

- The uses of formulae are analysed to determine their impact on linking and consolidating spreadsheets.
- Data from a single worksheet is replicated across multiple worksheets and spreadsheets.
- Data from multiple spreadsheets is consolidated and linked using a SUM function into one (1) worksheet.

Study Unit 3: Apply filters and use forms in a spreadsheet.

- Single/simple filter criteria is applied to data in a spreadsheet.
- Complex filter criteria is applied to data in a spreadsheet.
- Filters are removed to deselect the filtered information.
- The use of forms on a spreadsheet is analysed in terms of their role in the presentation of information.
- A data form is created to capture data.
- New records are added, edited and deleted in order to update the spreadsheet for data currency.
- A filtered list is sorted in order to organise and access information.
- A filtered list is printed to provide records of a query.

Study Unit 4: Create and use macros.

- The use of macros on a spreadsheet is analysed in terms of their role in the presentation of information.
- Macros are created, edited and run in accordance with user requirements.
- Macros are used to automate repetitive tasks in order to facilitate data capturing.
- Macros are created to set required filters in order to locate records.
- Macros are assigned to toolbar buttons to facilitate ease of access to information.
- Macros are deleted in accordance with user requirements.

Study Unit 5: Combine and compare large sets of data in a spreadsheet.

- A report is created by using the application's data analysis tools to combine and compare large sets of data.
- Detail in a report is shown and/or hidden to focus attention on specific information required.
- Totals in a report are shown to facilitate summary analysis.
- Data in a report is updated to reflect changing user requirements.
- Items in a report are grouped and ungrouped in accordance with user requirements.
- Formatting in a report is changed in accordance with audience and user requirements.
- The layout of a report is edited in order to reflect the required information in a given situation.

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