Excel Intermediate

Unit Standard Alignment

SAQA ID: 116940   **NQF Level:** 3   **Credits:** 6
US Title: Use a Graphical User Interface (GUI)-Based Spreadsheet Application to Solve a Given Problem

SAQA ID: 116943   **NQF Level:** 4   **Credits:** 3
US Title: Use a Graphical User Interface (GUI)-Based Spreadsheet Application, enhance the functionality and apply graph / charts to a spreadsheet.

2 Day Course Content

Modify Worksheet & Workbook Data
- Use AutoFill Effectively
- Move and Copy Data
- Insert and Delete Columns and Rows
- Insert and Rename Sheets
- Move and Delete Sheets

Formatting a Worksheet
- Format Cells to Enhance a Spreadsheet
- Apply Various Cell Styles
- Apply Conditional Formatting – Data Bars
- Inset and Format Sparklines

Formulas and Functions
- Use Autosum to Total Lists of Values
- Basic Arithmetic Formulas
- Use Logical Operators in Formulas
- Use Absolute Cell References in Formulas
- Insert Functions into Formulas
- Display Formulas on Screen and Edit Formulas

Managing Workbooks
- Hide and Unhide Columns and Rows
- Insert, Remove and Adjust Page Breaks
- Repeat Heading Rows at Top of Each Page
- Freeze and Unfreeze Panes

Graphically Display Data
- Create, Edit and Format a Chart
- Load Data from External Data
- Insert, Edit and Format Objects
- Chart and Sparkline features
- Show trends – increases or decreases

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Printing Workbook Contents
- Adjust Page Setup Options
- Add Headers and Footers
- Print Preview and Print a Spreadsheet

PivotTables
- Create PivotTables
- Customise PivotTables
- Create Formulas in a PivotTable
- PivotCharts

Creating Advanced Formulas
- Relative, Absolute and Mixed References
- Logical Functions
- Lookup Functions

Formula Auditing
- Trace Precedent Cells
- Trace Dependent Cells