Excel Level 4 – Advanced Features and Formulas

What Can You Expect?

You will learn how to create and utilise formulas that will enable you to work more efficiently, which will save you time while improving the quality and usability of your spreadsheets.

What Is Required From You?

Excel Intermediate or equivalent experience.

Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard. Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 258882   **NQF Level:** 4   **Credits:** 4
US Title: Manipulate Data and Ensure Integrity

2 Day Course Content

Modifying Workbooks and Worksheets
- Compare Side by Side
- Create and Save a Template

Paste Special
- Transpose Rows and Columns
- Paste Link

Creating Advanced Formulas
- Relative, Absolute and Mixed References
- 3D Formulas
- Math & Trig Functions
- Statistical Functions
- Date and Time Functions
- Financial Functions
- Engineering Functions
- Nesting Functions
- Information Functions
- Array Formulas
- Text Functions
- Logical Functions
- Lookup Functions

Formula Auditing
- Trace Precedent Cells
- Trace Dependent Cells

Named Ranges
- Use the Name Manager
- Create Name Ranges

Protect Worksheets and Workbooks
- Password Protect a Workbook
- Protect Worksheet Elements
- Allow Users to Edit Ranges
- Remove Protection

Control Elements of the Excel Interface
- Adjust Excel Options
- Customise the Quick Access Toolbar
- Customise the Ribbon

Advanced Formatting Techniques
- Conditional Formatting

Data Tool Features
- Sort Data
- Subtotals
- What-If-Analysis
- Scenarios

Annotate with Cell Comments
- Insert a Comment
- Show/Hide Comments
- Print Comments

What Will I Take Back To Work With Me?

This hands-on course will give you the skills and confidence to refine and improve your spreadsheets while increasing efficiency and accuracy.