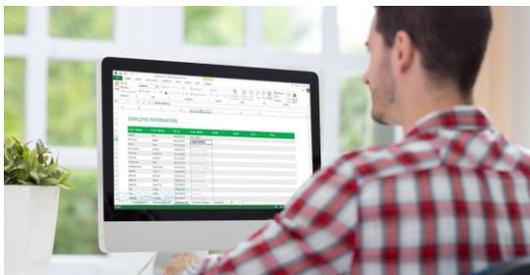




# Microsoft Office Excel - Foundation



## TRAINING OPTIONS:

Online / Classroom - unaccredited

Online / Classroom – accredited MICT

SAQA US116940, NQF3, Credits: 6 & US116943, NQF4, Credits: 3 - a preparation for Microsoft Office Excel exam

## WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Interactive classes
- ✓ Specialized manual and course materials

## Course Outline

### OVERVIEW

Excel is Microsoft's powerful and easy-to-use spreadsheet program.

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulae, making a spreadsheet look professional and presentable, and saving and printing a spreadsheet.

### 1.) Principles of Spreadsheets

After completing this module, the learner will be able to demonstrate an understanding of the principles of spreadsheets.

- Define spreadsheet in terms of its purpose and use
- Name examples of spreadsheet programs
- Provide examples of spreadsheets that can be produced using a spreadsheet application
- Explain the benefits of using a spreadsheet application for producing and working with spreadsheets

- Identify and describe the properties of a spreadsheet in terms of its purpose and use
- Work within organisational standards and procedures with MS Excel

## 2.) Getting Started with Excel

If you are new to Excel and spreadsheets in general, the vast array of features and controls can seem quite daunting. However, once we cover the workings of a spreadsheet and how to deal with the basics, you will be well on your way to becoming an expert in Excel.

- Open Microsoft Excel
- Identify the elements of the Excel interface
- Create a basic worksheet & Navigation options
- Save and close spreadsheets and excel
- Use the help system in Microsoft Excel

## 3.) Performing Calculations

One of the most powerful features in Excel is the ability to perform real-time calculations on data within workbooks. Using these powerful features allows you to save time and reduce errors when trying to calculate complex and simple equations.

- Create formulas in a worksheet
- Demonstrate practices to ensure the integrity of the data

## 4.) Modifying a worksheet

One of the most basic and common tasks that you will complete using Excel is modifying the contents of your worksheets. This topic covers various tools that you can use to work with the data in your worksheets in the most efficient ways possible.

- Manipulate data
- Insert, manipulate, and delete cells, columns, and rows
- Search for and replace data

## 5.) Formatting a Worksheet

Excel contains many of the text formatting tools that you might be familiar with from other Microsoft Office applications. In this topic, we will learn about a variety of different font options, as well as how to use the Format Painter, the mini toolbar, and more.

- Modify fonts
- Add borders and colours to cells
- Apply number formats
- Align cell contents
- Apply cell styles

## 6.) Check and print the spreadsheet

It is often the case that printouts of your workbook (or parts of your workbook) will be required for one purpose or another. In this topic, we will explore how to check for spelling and grammar and use the printing functionality in Excel

- Check spelling and grammar in spreadsheet
- Define the basic page layout for a workbook
- Refine the page layout and apply print options



## 7.) Customizing the Excel Environment

In this lesson, you will begin examining how to customize Microsoft Excel 2016 to suit your specific needs.

- Customize general, language, formula, proofing, and saving options
- Use Excel's version control features
- Customize the ribbon and the Quick Access toolbar
- Customize the functionality of Excel by enabling add-ins
- Customize advanced and Trust Center options

### OUTCOMES

Upon completion of this course and successful assessment, learners will have acquired these skills

- Demonstrate an understanding of the principles of spreadsheets.
- Create, open and save spreadsheets.
- Produce a spreadsheet from a given specification
- Perform calculations with basic formulas
- Edit a spreadsheet.
- Select cells for manipulation
- Automatically enter data into cells
- Format a spreadsheet.
- Use formatting features like styles, alignment, font and background colour
- Format Rows and Columns
- Check spelling and grammar in a spreadsheet.
- Print a spreadsheet using features specific to spreadsheets.

### CERTIFICATIONS

- Certificate of Attendance (SkillUp)
- Certificate of Competency from MICT SETA upon successful completion of the PoE process (moderated and found competent) for clients who specifically selected & paid for the accredited option.
- Microsoft Office Excel 77-727 certification exam – certificate of completion for clients who specifically selected & paid for the exam option.

*Note: All certificates are electronically issued.*

### DURATION

Unaccredited: 1 Day

Accredited: 2 Day classroom



MCE: Microsoft Certified Educator  
Issuer: Microsoft



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