

# Excel Level 1 - Basic

**Duration:** 2 Days

## What do I need?

Learners should be able to read and write in English. ABET or equivalent knowledge is essential for attending this course. They should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

## Unit Standard Alignment

**SAQA ID:** 116937    **NQF Level:** 2    **Credits:** 4

**US Title:** Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

## Who should attend?

The course is designed for learners who have no previous experience in Excel. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Excel.

## Assessment Strategy

The assessment methodologies used in this learning programme has as its purpose to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both formative and summative assessments.

### Getting Started with Excel

- What are Spreadsheets?
- Start Excel
- Understand the Screen Layout
- Create a New Spreadsheet
- Save a File
- Understand and Use Save As
- Open and Close an Existing File
- Move Around the Worksheet Effectively
- Select Cell Ranges, Columns and Rows
- Enter Data into Cells
- Use Excel's Help Options
- Exit Excel

### Modify Worksheet Data

- Move and Copy Data
- Insert and Delete Columns and Rows

### Formatting a Worksheet

- Align Cell Data
- Change Font Size and Type
- Add Borders and Colours to Cells
- Adjust Column Width and Row Height

### Basic Calculations

- Use AutoSum to Total lists of Values
- Create Basic Arithmetic Formulas

### Printing Workbook Contents

- Adjust Page Setup Options
- Print Preview and Print a Spreadsheet

### Graphically Display Data

- Create a Chart
- Modify and Print a Chart