

Excel Level 2 - Intermediate

Duration: 2 Days

What do I need?

You should have a basic knowledge of Excel, and be familiar with the Windows environment. Mouse and keyboard skills are a must, along with the ability to open and close applications. Knowledge of working with files and folders will be beneficial.

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.

If you wish to gain credits for this unit standard, you may choose to undergo an assessment. The assessment process will be explained by your facilitator during the training.

Who should attend?

You should attend this course if you need to gain the necessary skills to effectively capture, display, and calculate data in Excel spreadsheets. Administrators, secretaries, office juniors, accounts clerks, debtors clerks, sales representatives, key accounts managers, creditors clerks, store persons and other administrative staff, will benefit through attending this course.

Getting Started with Excel

- 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 Find & Replace
- Use Excel's Help Options
- Exit Excel

Modify Worksheet Data

- Use AutoFill Effectively
- 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
- Format Cells to Enhance a Spreadsheet
- Apply Cell Styles

Basic Calculations

- Use AutoSum
- Create Basic Arithmetic Formulas

Modify a Workbook

- Insert and Rename Sheets
- Move and Delete Sheets
- Create and Use Templates

Printing Workbook Contents

- Adjust Page Setup Options
- Add Headers and Footers
- Print Preview and Print a Spreadsheet
- Set and Clear Print Areas

Enhancing Basic Formulas

- Absolute & Relative References
- Insert Functions into Formulas
- Display Formulas on Screen and Edit Formulas
- Use Formula Auditing Tools
- Comparison Operators

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

Customise the Environment

- Customise the Quick Access Toolbar
- Customise the Status Bar
- Excel Options