

# Excel Level 3 – Data Management

**Duration:** 2 Days

**What do I need?**

Learners should already have knowledge of Excel, including how to create, edit, and format spreadsheets and write basic formulas. Learners should be competent in SAQA US ID: 116940 – Use a Spreadsheet application to solve a given problem, or have the equivalent knowledge.

**Unit Standard Alignment**

**SAQA ID:** 258876

**US Title:** Work with spreadsheets

**NQF Level:** 4 **Credits:** 3

**Who should attend?**

This course targets individuals who need the skills necessary to sort and filter data, consolidate and link data, combine and compare large data sets, import and export data, and create and use macros.

**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.

**Databases - What they are and how they work**

- Work with Databases and Lists
- Use Data Form
- Sort Data in a List
- Filter Data in a List
- Use Comparison Criteria for Filters
- Work with a Filtered List

**Use Data Management Tools**

- Summarise Data in a List using Subtotals
- Use Nested Subtotals
- Data Consolidation
- Excel Tables
- Name Manager
- Conditional Formatting

**Data Validation**

- Apply Data Validation
- Circle Invalid Data
- Remove Validation Circles

**Manage Workbooks and Worksheets**

- Work with Sheets
- Group and Ungroup Sheets
- Create & Use Custom Views

**Import and Export Data**

- Import External Data
- Adjust Connection Properties

**PivotTables**

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

**Use Text Functions and Tools**

- Concatenate Function
- Convert Text to Columns
- Change Case Functions

**Lookup Functions**

- VLookup

**Macros**

- Record and Run Macros
- Edit a Macro
- Delete a Macro