



## Information Sheet

# Microsoft Office Excel Level 1 – Level 3

### About the Programme

This programme is an ALL – in – One Microsoft Office Computer short programme that is designed to ensure that a learner is literate in all the fundamentals of MS Office that is required in today's cut throat job market.

### Programme Outline

#### **Microsoft Office Excel 2016 Level 1**

- Create a Microsoft Office Excel 2016 spreadsheet
- Apply Character Formatting
- Perform calculations and customize spreadsheets
- Getting a spreadsheet print ready

#### **Microsoft Office Excel 2016 Level 2**

- Calculating data with Advanced Formulas
- Naming Ranges
- Using logical functions i.e. Vlookup, SumIF, PMT etc.
- Organising Worksheet & Table data
- Presenting data using charts
- Analysing data with Pivots
- Inserting graphic objects
- Customising and Enhancing Excel

#### **Microsoft Office Excel 2016 Level 3**

- Working with Multiple Worksheets and Workbooks
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Applying Conditional Logic
- Auditing Worksheets
- Using Automated Analysis Tools
- Presenting Your Data Visually

### Duration

The duration of the programme is 3 days, 1 day per level. Contact your nearest campus for a schedule.

**CERTIPORT**

A PEARSON VUE BUSINESS

HE kwalifikasies: Higher Education Regulation No. 24(b)(1): Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, No. 101 of 1997. Registration Certificate no. 2001/HE07/003. FET Programmes: Registered as a private college in terms of Section 31(3) of the CET Act and regulation 12(4)(b) to offer the Report 191/190 part-qualifications listed thereon until 31 December 2022. Registration Number: 2016/FE07/006. Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training. Accreditation no. 15FET02 00014.

