

# Excel Level 2 – Intermediate

## What Can You Expect?

In this course you will cover all essential Excel functions to an Intermediate level, giving you the confidence and skills to produce professional, accurate spreadsheets and prepare you for the advanced features.

## What is required from you?

You should have both Computer Literacy skills and exposure to basic Excel knowledge prior to attending this course.

## 2 Day Course Content

### Getting Started with Microsoft Excel 2016

- Understand the Screen
- Create a Spreadsheet
- Use Save and 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
- Customise the Environment

### 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 and Print Preview
- 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

### Managing Workbooks

- Hide and Unhide Columns and Rows
- Insert, Remove and Adjust Page Breaks
- Repeat Headings
- Freeze and Unfreeze Panes

## Unit Standard Alignment

SAQA ID: 116940

US Title: Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.

NQF Level: 3

Credits: 6



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