

End User Computing: Microsoft Excel Advanced – Spreadsheet Creation and Editing

1. Overview

This programme equips participants with advanced skills to create, edit, and manage spreadsheets using Microsoft Excel. It is suitable for individuals seeking to enhance their computer proficiency or for those pursuing careers where Excel competency is essential. Participants will learn to plan, design, and use spreadsheets to solve practical business problems, as well as to present data effectively.

2. Programme Outcome

- Understand the principles and structure of spreadsheets
- Create, open, save, and edit spreadsheets
- Produce spreadsheets according to given specifications
- Format spreadsheets for readability and presentation
- Apply spell-check and other quality assurance tools
- Print spreadsheets with customized settings
- Develop solutions to problems using spreadsheet functions
- Adjust application settings and workspace preferences
- Work with multiple worksheets effectively
- Apply formulas and built-in functions to solve problems
- Enhance spreadsheets with formatting and visual effects
- Create, edit, and analyse charts and graphs
- Import data from external sources
- Insert and manage objects within spreadsheets
- Evaluate and improve spreadsheet functionality

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0100
SAQA US:	116937, 116940, 116943
NQF Level:	4
Credits:	13
Entry Requirements	Communication literacy & Mathematical Literacy at NQF level 3
Training Options:	Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(116937 US):** Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
- **(116940 US):** Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
- **(116943 US):** Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation