

# Excel Level 2 – Intermediate

## What Can You Expect?

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

## Assessment Strategy

The assessment methodologies used in this course are 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.

## 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.

## 2 Day Course Content

### Getting Started with Microsoft Excel 2016

- Understand the Screen Layout
- Create a New Spreadsheet
- Understand 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
- Apply Conditional Formatting – Data Bars

### 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

### 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

### Graphically Display Data

- Create, Edit and Format a Chart

