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Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SPECIFICATION

DELIVERY MODE	TRAINING TYPE	LEARNING CONTENT/TRAINING CONTENT OUTLINE	DURATION OF THE COURSE
Face to Face Service provider training venue	Microsoft Excel Advance	<ul style="list-style-type: none">-Ability to understand how to navigate all the Tabs in the Access Toolbar.-Outlining Data in a Spreadsheet.-Modifying the display of spreadsheet Data.-Applying Conditional Formatting to Data.-Preparing and producing a spreadsheet to provide solution to a problem.-Working with Multiple worksheets.-Data Visualization through graphs/Charts-Be able to create Tables and Pivot Tables to manage larger datasets.-Be able to create pivot charts and normal charts.-Importing/loading external data into a spreadsheet.-Inserting objects into a spreadsheet.-Consolidating & Linking data-Protecting/Unprotecting workbook elements.-Locking & Unlocking cells in a worksheet.-Using advancing filtering functions.-Creating and using macros-Working with data forms.-Be able to do financial & statistical formulas.-Working with formulas e.g to link and consolidate spreadsheet.-Combining and compering large sets of data in a spreadsheet.-Ability to split text from a single column to multiple columns.-Any other beneficial functionalities in working with large datasets.	2 - 5 days

TAKE NOTE OF THE BELOW

Assessment Type: EXAM

Service Provider MUST provide or attach course outline

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.