



stats sa

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  | Excel Beginners | <ul style="list-style-type: none"><li>. Understand the Microsoft Excel interface and workbook structure.</li><li>. Create, save, open, and manage Excel workbooks and worksheets.</li><li>. Enter, edit, and format data effectively in spreadsheets.</li><li>. Use basic formulas and functions such as SUM, AVERAGE, MIN, AND MAX.</li><li>. Apply cell formatting, borders, colors and alignment to improve presentation.</li><li>. Sort and filter data for easier analysis and organization.</li><li>. Use basic data management techniques including tables and auto fill.</li></ul> | 2 - 5 days             |

### TAKE NOTE OF THE BELOW

Assessment Type: POE/Assessment/preferred/class activity

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.

 4/06/2026