



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	Introduction to Excel	<p><b>-Excel Basics &amp; Interface:</b> Understanding workbook, worksheets, ribbon, quick access toolbar, navigation, opening, creating,closing,saving,printing and Excel uses in data collection.</p> <p><b>-Data Entry &amp; Management:</b> Inserting data, editing cell contents, using Autofill, find and replace,selecting cells,ranges,copying,cutting,pasting and managing rows/columns.</p> <p><b>-Formulas &amp; Functions:</b> Creating basic calculations, using SUM,MIN,MAX,AVERAGE,and understanding relatives vs. Absolute cell references.</p> <p><b>-Formatting:</b> Formatting text,numbers,cell styles, applying themes, and using the format painter.</p> <p><b>-Data Manipulation:</b> Sorting and filtering data, and introduction to basic charts.</p>	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.

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(SDF)