



SPECIFICATION

DELIVERY MODE	TRAINING TYPE	LEARNING CONTENT/TRAINING CONTENT OUTLINE	DURATION OF THE COURSE
Face to Face	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: POE/Assessment/preferred/class activity

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.

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 20/05/2026