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Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

To: SCM

From: Advocacy and Dissemination

Date: 10 December 2025

Subject: Training course Specification for SCM to obtain the Training Service Providers for
Microsoft Excel Advance

Objectives for the training course

The objective of the Advanced Excel course is to enhance staff productivity by automating routine tasks and applying efficient methods to reduce time spent on repetitive work. The course aims to develop advanced data analysis capabilities within spreadsheets using macros, advanced formatting, and complex formulas as well as being proficient to manipulate data more effectively.

Specific Outcomes of training course

Upon completion of the course, participants will have developed advanced data analysis skills, including the ability to manage and interpret large datasets using PivotTables and charts. Participants will also learn to create professional, interactive, and visually appealing reports that effectively communicate insights to both internal and external stakeholders.

Below is a list of anticipated training outcomes:-

- ✓ 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 Advanced 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 spreadsheets
- ✓ Combining and comparing 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

The importance of training course

The course will equip staff with the knowledge and technical skills in data creation, data analysis data projection and database maintenance . To be able to analyse, interpret, and manipulate data more effectively. This will lead to improved decision-making, increased operational efficiency, and enhanced reporting standards across the division.

The Challenges the Components/Division is facing

The division currently faces limitations due to insufficient advanced Excel skills among staff members. These skills gap negatively impacts on the division's ability to fully deliver on the objectives of the Chief Directorate.

Criteria needed for excel course:

Course Format: On-site at Supplier Venue

Course Duration: 3 to 5 days- to allow attendees the opportunity to be competent in what has been taught. Be assessed and be able to practice and ask questions when necessary.

Expected documentation after completion: Accredited Course with a certificate is preferred

Preferred training date: February/March 2026