



**stats sa**

Department:  
Statistics South Africa  
**REPUBLIC OF SOUTH AFRICA**

## **SPECIFICAITONS**

### **Objectives for the training course:**

The objective of the Basic/Intermediate Excel course is to enhance staff productivity by automating routine tasks and applying efficient methods to reduce time spent on repetitive work.

### **Specific outcomes of training course:**

Upon completion of the course, staff members must have foundational skills to navigate, enter, format, and analyse data efficiently. These must include creating and saving workbooks, using basic formulas and functions (SUM, AVERAGE, COUNT), formatting cells, creating simple charts, sorting/filtering data, and printing, ensuring proficiency in essential daily tasks.

### **Below is a list of anticipated training outcomes:**

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

### **The importance of this training course:**

The course will equip staff with the knowledge and skills to work with large volumes of data, such as sorting, filtering, merging, updating and saving, in regard to their allocated samples and any other data sets.

### **The challenge that the Directorate is facing:**

The Directorate currently faces limitations due to lack of excel skills for some staff members, specifically staff members who were transferred to the Directorate through the MPC process. These skills gap negatively impacts on the directorate's ability to fully deliver on the objectives of the Directorate as well as the Chief Directorate.

**Preferred training date:** February/March 2026

**Duration:** 3 days

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

**NB:** Suppliers should be **Quality Council for Trades and Occupations (ECTO)** accredited