



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

Based on SAQA unit standards, these three practical programmes aim to give individuals introductory, intermediate and advanced skills in working with MS Excel.

Level 1 is for individuals who are new to Excel or who have received little formal training. Delegates will learn how to create a worksheet, perform basic calculations, manipulate data and present and print information professionally.

Level 2 builds on level 1 skills and is for individuals who have been using Excel at an intermediate level and need additional skills on the application's features. It covers formatting cells, creating basic charts and using more Excel functions.

Level 3 builds on level 2 skills and is for individuals needing skills in the advanced functions of Excel. It covers creating, editing and distributing dynamic documents, working with multiple spreadsheets, using advanced formulae, using pivot tables and presenting data.

Target Audience

Level 1 is aimed at individuals who need basic knowledge to create and edit spreadsheets.

Level 2 is aimed at individuals who need to plan, produce and use spreadsheets to solve problems.

Level 3 is aimed at individuals who need to present sophisticated spreadsheets in a variety of business situations and economic sectors.

Entry Requirements

- Mathematical and Communication competency at NQF Level 1 (MSE L1) NQF level 2 (MSE L2 and NQF Level 3 (MSE L3)).
- The ability to operate a personal computer at NQF Level 1 (MSE L1), successful pass of Level 1 programme outcomes (MSE L2) and successful pass of Level 1 & 2 programme outcomes (MSE L3).

Additional Requirements

- Access to a PC, software and the internet for course work.
- Internet and bandwidth to accommodate virtual, facilitator-led sessions.

Information Technology

Microsoft Excel Levels 1, 2 & 3

MICTSETA Statement of Results (SOR)

SAQA ID:	Level 1: 116937 Level 2: 116940 Level 3: 116943 & 258879
NQF Level:	Level 2, 3 & 4

Course Delivery & Assessment

We use inclass, virtual class and blended interactive facilitated training sessions, group discussions, assignments and self study to embed skills.

You will need to:

- Attend all lectures and sessions
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE)

To receive your respective MSE Level 1, 2 & 3 SETA issued Statement of Results, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the programme, you will be able to:

- MS Excel Level 1: Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets.
- MS Excel Level 2: Use a Graphical User Interface (GUI)-based spreadsheet application to solve given problems
- MS Excel Level 3: Use a Graphical User Interface (GUI)-based spreadsheet application, enhance functionality, apply graphs and charts and change the appearance of a spreadsheet.





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Course Content

Microsoft Excel

Accreditation Body: MICTSETA

SAQA ID: MS Level 1: 116937 | NQF Level: 2 | Credits : 4

SAQA ID: MS Level 2: 116940 | NQF Level: 3 | Credits : 6

SAQA ID: MS Level 3: 116943 & 258879 | NQF Level: 4 | Credits : 6

MS Level 1: Use MS Excel to Create and Edit Spreadsheets

- Demonstrate an understanding of the principles of spreadsheets
- Create, open and save spreadsheets
- Produce a spreadsheet from a given specification
- Edit a spreadsheet
- Format a spreadsheet
- Check spelling and grammar in a spreadsheet
- Print a spreadsheet using features specific to spreadsheets

MS Level 2: Use MS Excel to Solve a Given Problem

- Prepare and produce a spreadsheet to provide a solution to a given problem
- Adjust settings to customise the view and preferences of the spreadsheet application
- Work with multiple worksheets to suite the solution to a given problem
- Apply formulae to worksheets to provide alternative solutions to a given problem
- Apply simple built-in functions of the spreadsheet application to the given problem
- Apply formatting to a spreadsheet applicable to the given problem
- Use special effects to improve the presentation of the spreadsheet
- Evaluate a spreadsheet

MS Level 3 – Use MS Excel to Enhance Functionality and Apply Graphs and Charts to a Spreadsheet and Change the Appearance of a Spreadsheet

- Create and edit a graph/chart
- Load data from an external data source to produce a given spreadsheet result
- Insert and edit objects in a spreadsheet
- Outline data in a spreadsheet
- Modify the display of spreadsheet data
- Apply conditional formatting to data
- Create and use templates
- Work with comments

Each MS level course, aligned to its relevant SAQA Unit Standard, can be run as an individual programme but we strongly recommend all three are run in sequence and consecutively.

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