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Imsimbi Training proudly presents

Microsoft Office Excel Advanced Level – 2 DAYS

Imsimbi Training is a fully accredited training provider with the MICT Seta, approval number: LPA/00/2022/07/0018number 2147, as well as a Level 1 Contributor BBBEE.

This course is aligned to unit standards 116943 at NQF Level 4, 3 Credits and 258878 at NQF Level 3, 3 Credits



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COURSE OBJECTIVES

This short course is intended for people who need to enhance spreadsheet appearance using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry, and people who work with spreadsheets and for whom the reliability of the data produced is critical.

COURSE OUTCOMES

After completing this course, the learner will be able to:

- Define the major graph types in terms of their purpose.
- Create a graph from a given data source.
- Resize a graph.
- Change the graph type.
- Edit a graph.
- Copy and move a graph based on given specifications.
- Delete a graph from a spreadsheet.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects into a spreadsheet.
- Hide and unhide columns from view in order to protect source information.
- Hide and unhide rows from view to meet user requirements.
- Split the spreadsheet horizontally or vertically in order to access different parts of the document at the same time.
- Apply conditional formatting to data.
- Outline data in a spreadsheet
- Work with conditional formatting to data
- Work with comments
- Create a template for maintaining standard in-put documents using available features.
- Save a new template as a spreadsheet with a specific name in a specific folder.
- Retrieve a created template to produce a spreadsheet which was saved.
- Edit a created template according to user requirements.



COURSE OUTLINE

MODULE 1: ENHANCE FUNCTIONALITY AND APPLY GRAPHS

- Define the major graph types in terms of their purpose.
 - Bar Graph
 - Pie charts
 - Line Graphs
- Create a graph from a given data source.
 - Learn about charts.
 - Create a Pie graph /chart.
 - Create a Column graph / chart.
 - Understand the elements of a chart.
 - Modifying a basic chart to meet your needs.
 - Applying a predefined chart layout and chart style for a professional look
 - Adding eye-catching formatting to a chart
- Resize a graph
- Change the graph type
- Edit a graph
 - Edit the graph title
 - Add and Edit the axis titles
 - Edit the data labels
 - Edit the background colour
 - Edit the line or bar colour
- Copy and move a graph
 - Copy and move a graph within a worksheet
 - Copy and move a graph to a different worksheet
 - Copy and move a graph to a different spreadsheet file
- Delete a graph from a spreadsheet
 - Class Activity: Create and edit a graph
- Load data from an external data source to produce a given spreadsheet result
 - Check the external data file to ensure that the input into a spreadsheet will achieve the required



results

- Determine the format of the input file to ensure correct input into a spreadsheet
 - Excel formats
 - Text formats
 - Other formats
 - Clipboard formats
- Copy the data into the spreadsheet
- Ensure that the resulting spreadsheet is in accordance with the given spreadsheet result
- Class Activity: Load data from an external data source to produce a given spreadsheet result
- Insert and edit objects into a spreadsheet
 - Insert an object into a spreadsheet
 - Insert a picture
 - Insert an image
 - Insert an auto shape
 - Manipulate a selected object in a spreadsheet
 - Resize an object
 - Move an object
 - Copy an object
 - Use a drawing tool to draw an object in the spreadsheet
 - Class Activity 15: Insert and edit objects into a spreadsheet

MODULE 2: CHANGE THE APPEARANCE OF A SPREADSHEET

- Hide and unhide rows from view
 - Display one or more hidden rows
 - Display all hidden columns at the same time
 - Unhide the first row of the worksheet
 - Horizontal Split
- Split the spreadsheet horizontally or vertically in order to access different parts of the document at the same time
 - Excel Split Screen Options
 - Splitting the Screen both Horizontally and Vertically
 - Reposition the split



- Remove the split
 - Class Activity: Modify the display of spreadsheet data
- Outline data in a spreadsheet
 - Automatic outlining
 - Manual outlining
 - Show the data associated with the outline in a spreadsheet in order to reflect the detailed information.
 - Hide the data associated with the outline in a spreadsheet in order to focus attention on the overall information.
 - Remove an outline from data in a spreadsheet
 - Work with conditional formatting to data
 - Apply conditional formatting to data to facilitate usability of information
 - Remove conditional formatting from data
 - Apply conditional formatting to highlight errors
 - Class Activity: Outline data in a spreadsheet
- Work with comments
 - Insert comments to display additional information
 - Edit comments to reflect changes and updates to information
 - Print comments utilising different options
 - Class Activity: Work with comments
- Create a template for maintaining standard in-put documents
- Save a new template as a spreadsheet with a specific name in a specific folder
- Retrieve a created template to produce a spreadsheet which was saved
- Edit a created template according to user requirements
 - Class Activity: Create and use templates

