

Excel Level 4 – Advanced Level 2

What Can You Expect?

You will learn how to create and use formulas that will enable you to work more efficiently, which will save you time while improving the quality and usability of your spreadsheets.

What Is Required From You?

Excel Intermediate or equivalent experience.

Unit Standard Alignment

SAQA ID: 258882

NQF Level: 4

Credits: 4

US Title: Manipulate Data and Ensure Integrity

2 Day Course Content

Modifying Workbooks and Worksheets

Compare Side by Side
Create and Save a Template

Paste Special

Transpose Rows and Columns
Paste Link

Creating Advanced Formulas

Relative, Absolute and Mixed References
3D Formulas
Math & Trig Functions
Statistical Functions
Date and Time Functions
Financial Functions
Engineering Functions
Nesting Functions
Information Functions
Array Formulas
Text Functions
Logical Functions
Lookup Functions

Formula Auditing

Trace Precedent Cells
Trace Dependent Cells

Named Ranges

Use the Name Manager
Create Name Ranges

Protect Worksheets and Workbooks

Password Protect a Workbook
Protect Worksheet Elements
Allow Users to Edit Ranges
Remove Protection

Control Elements of the Excel Interface

Adjust Excel Options
Customise the Quick Access Toolbar
Customise the Ribbon

Advanced Formatting Techniques

Conditional Formatting

Data Tool Features

Sort Data
Subtotals
What-If-Analysis
Scenarios

Annotate with Cell Comments

Insert a Comment
Show/Hide Comments
Print Comments