



Annexure A

SPECIFICATIONS

MICROSOFT EXCEL TRAINING

SPECIFICATIONS

Description of scope – 2016/17 financial year

The training should cover as the basic the following areas

Unit 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: The Excel environment
- Topic C: Navigating a worksheet
- Topic D: Using a template

Unit 2: Entering and Editing Data

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Saving and updating workbooks

Unit 3: Modifying a Worksheet

- Topic A: Moving and copying data
- Topic B: Moving, copying, and viewing formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other common functions

Unit 5: Formatting

- Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 1: Managing Workbooks and Worksheets

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

Unit 2: Advanced Formatting

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

Unit 3: Outlining and Subtotals

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

Unit 4: Cell and Range Names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Data Structure and Tables

Topic A: Sorting and filtering data

Topic B: Working with tables

Unit 6: Web and Sharing Features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Unit 7: Documenting and Auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Application Settings and Templates

Topic A: Application settings

Topic B: Working with templates

The preferred service provider should be provide proof of having provided similar services and registered with the Skills Education and Training Authority (SETA)