



Spreadsheet Programme

Overview

The spreadsheet skills programme is intended for people who need to create and edit spreadsheets, enhance the functionality and apply graph /charts to a spreadsheet and to solve a given problem 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.

Learning Programmes alignment

SAQA ID 49077, National Certificate in End User Computing – NQF Level 3

(Total number of credits: 13)

Title	Unit Standards
Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	116937
Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	116943
Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	116940

Learning Outcomes

116937 (Spreadsheet Basic)

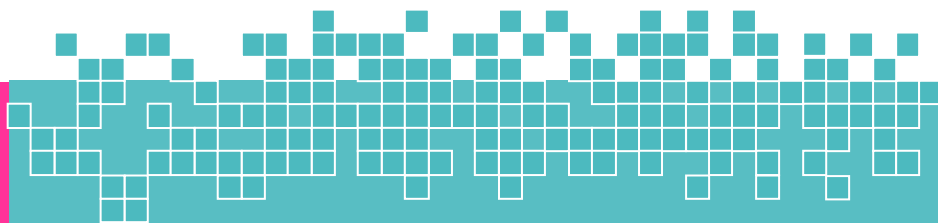
- Demonstrate an understanding of the principles of spreadsheets.
- Create, open and save spreadsheets.
- Produce a spreadsheet from a given specification.
- Edit a spreadsheet.
- Format a spreadsheet.
- Check spelling in a spreadsheet.
- Print a spreadsheet using features specific to spreadsheets.

116937 (Spreadsheet Advanced)

- 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.

116937 (Spreadsheet Advanced)

- 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.





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- Apply formulae to worksheets to provide alternative solutions to a 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.

Type of learning and duration

- Instructor-led
- Full-time – 5 working days (8 hour sessions)
- Part-time – 5 Saturdays (5 hour sessions)

Who should enroll?

This programme is intended for people who need to create and edit spreadsheets, enhance the functionality and apply graph /charts to a spreadsheet and to solve a given problem 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.

Admission requirements

- Communication, NQF Level 2 or Grade 10 equivalent.

Minimum Intake

15 per class.

Accreditation and Certification

Ginini Consulting (Pty) Ltd is accredited by MICT SETA for these Unit Standards with Accreditation number ACC/2018/07/0027.

Learners who are declared COMPETENT on all two unit standards after external moderation by the MICT SETA will receive a SETA issued Statement of Results and Ginini Consulting Certificate of Competence endorsed by MICT SETA.



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