
Course Outline: MS-Excel 2003/2007/2010 – Basic Level

In line with the SAQA Unit Standard 116937 / 116940 / 116943

Prerequisites: *MS-Word Basic, or equivalent experience*

Excel basics

- Topic A: Spreadsheet terminology
- Topic B: Exploring the Excel window
- Topic C: Getting help
- Topic D: Opening and navigating workbooks
- Topic E: Closing workbooks
- Unit summary: Excel Basics

Entering and editing data

- Topic A: Creating workbooks
- Topic B: Entering and editing labels and values
- Topic C: Entering and editing formulas
- Topic D: Saving and updating workbooks
- Unit Summary: Entering and editing data

Modifying a worksheet

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Using absolute references
- Topic D: Inserting and deleting ranges
- Unit Summary: Modifying a worksheet

Using functions

- Topic A: Entering functions
- Topic B: Using AutoSum
- Topic C: Using AVERAGE, MIN, and MAX
- Unit summary: Using functions

Formatting worksheets

- Topic A: Formatting text
- Topic B: Formatting rows and columns
- Topic C: Number formatting
- Topic D: Other formatting features
- Unit Summary: Formatting worksheets

Printing

- Topic A: Preparing to print
- Topic B: Page setup options
- Topic C: Printing
- Unit Summary: Printing

Creating charts

- Topic A: Chart basics.

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