

Microsoft Excel

Spreadsheets, formulas and pivot tables through to macros, conditional formatting and statistical analysis. 1-on-1 online training with a real lecturer, from anywhere in South Africa.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Level 1 — Foundations

Intro Excel Course Objectives

R3,750

4h (~1 week)

- › Create a basic worksheet
- › Identify and customize the user interface
- › Work with cells and enter data
- › Create basic formulas
- › Calculate using functions
- › Copy formulas and functions
- › Manipulate worksheet data
- › Modify worksheet elements, rows and columns
- › Modify and work with fonts
- › Spell check a worksheet
- › Apply number formats
- › Add borders and colour to cells
- › Align cell contents and apply cell styles
- › Set page breaks and page layout options

Level 2 — Intermediate

Intermediate Excel Course Objectives

Requires Level 1

R4,500

6h (~2 weeks)

- › Apply cell and range names
- › Calculate data across worksheets
- › Use specialized and logical functions
- › Create and modify tables
- › Sort or filter worksheet/table data
- › Present data using charts and graphics
- › Create a pivot table report
- › Filter data using slicers
- › Insert and modify pictures and clip art
- › Modify and draw shapes
- › Illustrate workflow using SmartArt graphics
- › Layer and group graphic objects

Level 3 — Advanced

Advanced Excel Objectives

Requires Level 2

R6,900

8h (~2 weeks) · Exam-eligible on completion

- › Create and edit a macro
- › Apply conditional formatting
- › Add data validation criteria
- › Trace cells and troubleshoot formula errors
- › Watch and evaluate formulas
- › Create a data list outline
- › Create a trend line and sparklines
- › Create scenarios
- › Perform analysis and statistical analysis
- › Create a workspace

 Pricing

Each level builds on the one before it. The international exam can only be booked once Level 3 (Advanced) is complete.

ALL 3 LEVELS COMBINED**R15,150**

18 hours total · the full path from complete beginner to advanced Excel & VBA basics.

+ INTERNATIONAL MOS EXAM**R23,150** **Course Duration & Format****Duration**

1–8 days · 4–8h per level — maximum completion time

**Payment**

Full payment only (no payment plan)

**Mode**

1-on-1 online (MS Teams / Google Meet) with a real lecturer

**Start Dates**

Flexible — start anytime, per level

 Career Prospects

◆ Office Specialist

◆ Excel Specialist

◆ Data Analyst

◆ Data Clerk

◆ Administrative Assistant

Typical Excel-related salary (South Africa)

R180k – R350k / yr

What "International MOS Exam" includes: the R8,000 add-on covers School of IT booking your official Microsoft Office Specialist (MOS) exam via Certiport — either **Excel Associate** (Excel & Excel 2019) or **Excel Expert** (Excel & Excel 2019) — handling all admin, and providing past exam papers to prepare with. This is our full-service fee — not the retail exam price. **The exam can only be booked after completing Level 3 (Advanced)** — it isn't available at Level 1 or Level 2 alone.

 **Get internationally recognised skills — start your Excel course today.****Enrol Now →**