

## SKILLS PROGRAMMES STATEMENT

NAME OF SKILLS PROGRAMME		ADVANCED SPREADSHEET SKILLS			
ETQA	MICT SETA	NQF LEVEL	4	CREDITS	7
DURATION	4 DAYS	MINIMUM CONTACT HOURS	30	ASSESSMENT HOURS	2

### PURPOSE OF SKILLS PROGRAMME

This programme is intended for people who need to plan, produce, use and spreadsheets to solve problems in the workplace, using a Graphical User Interface (GUI)-based spreadsheet application.

### METHOD OF ASSESSMENT

A combination of practical and knowledge-based leading to completing a Portfolio of Evidence (PoE) and a summative assessment in which application of skills is required. The competency declaration will be in line with the skills programme assessment strategy and relevant ETQA requirements.

### LEARNING OUTCOMES

**A person who completed this skills programme, will have gained more information to be able to:**

- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.
- Validating and sorting data in a spreadsheet.
- Applying security settings to a spreadsheet.
- Using a range of functions within a spreadsheet.
- Using formula, mixed references and named ranges to provide solutions to a problem.
- Auditing formula to ensure data integrity.
- Creating and edit scenarios.

**This Skills Programme is aligned to the following unit standard:**

UNIT STANDARD NUMBER	TITLE	NQF LEVEL	CREDITS
258876	Work with spreadsheets	4	3
258882	Manipulate data and ensure integrity	4	4