



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Advanced Excel Charts And Spreadsheet Functionality Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 116943 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with advanced skills in creating, customising, and interpreting Excel charts and spreadsheets to support data-driven decision-making in a corporate environment. Participants will gain proficiency in complex chart types, data visualisation techniques, and advanced spreadsheet functionality for analysis and reporting.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	116943
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply advanced charting techniques to create and customise complex chart types (e.g., combination charts, waterfall, sunburst) for effective data visualisation.
- Analyse large datasets using advanced spreadsheet functions (e.g., INDEX-MATCH, array formulas, statistical functions) to extract meaningful insights.
- Evaluate data integrity and apply validation, conditional formatting, and error-checking methods to ensure accurate spreadsheet outputs.
- Design interactive dashboards and reports using slicers, timelines, and form controls to facilitate dynamic data exploration.
- Implement advanced data analysis tools such as PivotTables, Power Query, and What-If Analysis (Goal Seek, Data Tables, Scenario Manager) to support business decisions.
- Demonstrate the ability to automate repetitive tasks using macros and basic VBA to improve efficiency and consistency in spreadsheet operations.

WHO SHOULD ATTEND

- This course is designed for professionals who regularly use Excel for data analysis, reporting, and presentation, including managers, analysts, financial officers, and administrative staff seeking to enhance their spreadsheet expertise.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
24 Aug 2026	24 Aug 2026	On-Campus	Shenzhen, China
25 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
26 Aug 2026	26 Aug 2026	On-Campus	Bangkok, Thailand
27 Aug 2026	27 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
27 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
28 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
31 Aug 2026	31 Aug 2026	On-Campus	Harare, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116943) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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