



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

Microsoft Excel Spreadsheet Skills for Business

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

Unit Standard 258876 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to create, edit, and manage spreadsheets for business purposes. Learners will be able to perform calculations, format data, and generate reports using spreadsheet software such as Microsoft Excel. The course focuses on applying spreadsheet functions to solve real-world business problems and improve data management efficiency.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258876
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

- Demonstrate the ability to create and modify spreadsheets using basic formatting and data entry techniques.
- Apply formulas and functions to perform calculations and analyze data in a business context.
- Design and produce professional-looking spreadsheets with charts and graphs for reporting purposes.
- Implement data sorting, filtering, and validation techniques to manage and organize spreadsheet data effectively.
- Evaluate spreadsheet outputs for accuracy and make adjustments to ensure data integrity.
- Apply printing and layout settings to produce hard copies of spreadsheets for distribution.

WHO SHOULD ATTEND

- This course is designed for administrative staff, data capturers, managers, and any professionals who need to use spreadsheets as part of their daily work.
- It is suitable for beginners or those seeking to formalize their spreadsheet skills.

COURSE OUTLINE

Day 1: Essential Excel Skills for Business

- Understanding the Excel environment: ribbons, tabs, and shortcuts
- Data entry, editing, and basic formatting (fonts, alignment, borders, number formats)
- Cell references (relative, absolute, mixed) and essential functions (SUM, AVERAGE, COUNT, MAX, MIN)
- Sorting and filtering data
- Creating and formatting charts (column, bar, line, pie)
- Page setup, headers/footers, and printing options

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

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 258876) 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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