



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

Spreadsheet Formatting and Appearance Modification

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

Unit Standard 258879 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to modify and enhance the appearance of spreadsheets to improve readability and professionalism. Participants will learn to apply formatting techniques such as fonts, colours, borders, and conditional formatting to present data effectively.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258879
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply font formatting, cell alignment, and number formats to enhance spreadsheet appearance.
- Use borders, shading, and colours to highlight and differentiate data areas.
- Implement conditional formatting to automatically apply formatting based on cell values.
- Modify row heights and column widths to improve data display.
- Insert and format headers and footers for printed spreadsheets.
- Demonstrate the ability to save and apply custom styles and themes.

WHO SHOULD ATTEND

- This course is designed for administrative staff, data capturers, and anyone who uses spreadsheets in their daily work and wishes to present data in a more polished and professional manner.

COURSE OUTLINE

Day 1: Spreadsheet Formatting and Appearance Modification

- Introduction to spreadsheet formatting: fonts, colours, borders, and alignment
- Cell styles, themes, and quick formatting tools
- Conditional formatting: rules, colour scales, and icon sets
- Adjusting column width, row height, merging and wrapping text
- Page layout: margins, orientation, headers/footers, and print titles
- Data validation: setting input restrictions and dropdown lists
- Protecting cells, worksheets, and workbooks
- Best practices for professional spreadsheet appearance

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 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

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 258879) 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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