

MICROSOFT WORD - LEVEL 3

Based on SAQA Unit Standard 116942

This training course is on an advanced level and will introduce you to the more complex features of Word, such as advanced formatting, Macros, Tables, Mass Mailing, Master Documents, Cross Referencing, Indexing.

Target Group: You are a confident and experienced Word user.

Prerequisites: **Word Level 1 & 2**

Duration: 2 days

In this course you will learn the following:

- Tables – Inserting Photos, Calculations, Sorting Data, Alignment of Text
- Creating a Bitmap Drawing
- Creating Templates
- Creating & Editing Master Documents
- Creating a Table of Contents
- Bookmarks
- Inserting Excel Tables & Charts
- Cross References – Creating, Viewing, Editing, Deleting
- Creating an Index
- Watermarks
- Mass Mailing
- Creating Macros

MICROSOFT EXCEL – LEVEL 3

Based on SAQA Unit Standard 116943

The course teaches advanced features for creating complex spreadsheets by importing data into Excel, named ranges, conditional formatting, subtotals, linking worksheets, Macros, Scenarios & Pivot tables.

Target Group: You are a confident and well **experienced Excel** user.

Prerequisites: Basic computer Skills & Intermediate Excel Skills – **Windows Level 1** and **Excel Level 1 & 2**.

Duration: 2 days

In this course you will learn the following:

- Importing Data
- Importing and Linking a Text File
- Creating and Naming a Range
- Formatting a Named Range
- Using the Define Name Dialogue Box
- Using the Split Box
- Conditional Formatting
- Filtering Data
- Sorting Data
- Inserting Subtotals
- Formatting Advanced Charts
- Linking Worksheets
- Linking Workbooks
- Background Pictures
- Macros
- Date & Time Worksheet Functions
- Mathematical Functions
- Statistical Functions
- Logical Functions
- Financial Functions
- Lookup & Reference Functions
- Using Goal Seek
- Creating a Pivot Table
- Password Protection