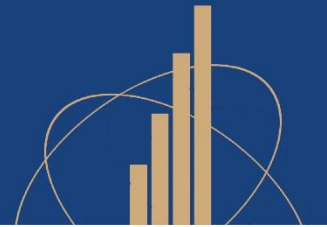




# CIGFAR 90 YEARS

## INVITATION



## ADVANCED EXCEL CONTENT

**USE A GRAPHICAL USER INTERFACE (GUI)-BASED SPREADSHEET APPLICATION TO SOLVE A GIVEN PROBLEM**

**SAQA ID:** 116940

**NQF Level:** 3

**Credits:** 6

**Accrediting SETA:** mictSETA

**Duration:** 2 days

### RECOMMENDED ENTRY CRITERIA

- Communication & Mathematical Literacy at NQF level 2
- ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF level 1
- ID 116937 Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets, NQF level 2

### CERTIFICATION ISSUED

- Attendance Certificate.

### PURPOSE

This unit standard is intended for people who need to plan, produce, use and spreadsheets to solve problems using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

### UNIT STANDARD RANGE

- Where wording is not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria

## SPECIFIC OUTCOMES

### ■ Specific Outcome 1:

Prepare and produce a spreadsheet to provide a solution to a given problem

### ■ Specific Outcome 2:

Adjust settings to customise the view and preferences of the spreadsheet application to suite the solution created for the given problem

### ■ Specific Outcome 3:

Work with multiple worksheets to suite the solution to the given problem

### ■ Specific Outcome 4:

Apply formulae to worksheets to provide alternative solutions to the given problem

### ■ Specific Outcome 5:

Apply simple built-in functions of the spreadsheet application to the given problem

### ■ Specific Outcome 6:

Apply formatting to a spreadsheet applicable to the given problem

### ■ Specific Outcome 7:

Use special effects to improve the presentation of the spreadsheet

### ■ Specific Outcome 8:

Evaluate a spreadsheet to comply with the given problem

## VENUE

The venue will be confirmed once the office received the completed registration form

## DATES

DATE	PLACE	TIME	CIGFARO Member	Non-Member
20 - 23 January 2020	Western Cape	08:30 – 16:00	R 3 400.00	R3 900.00
23 - 24 January 2020	East London	08:30 – 16:00	R 3 400.00	R3 900.00
27 - 28 January 2020	Gauteng	08:30 – 16:00	R 3 400.00	R3 900.00
30 - 31 January 2020	KwaZulu Natal	08:30 – 16:00	R 3 400.00	R3 900.00
01 - 02 February 2020	Limpopo	08:30 – 16:00	R 3 400.00	R3 900.00