



# Product Catalogue of E-learning Courses



**COLLEGE AFRICA GROUP**

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# MS Excel 2013

## Set of 3 Interactive Courses

In the lessons of the presented three courses dedicated to Microsoft Excel, you will familiarise yourself with the tools of the most widely applied spreadsheet program. Via the interactive lessons, you will first get acquainted with the program environment. You will learn how to properly enter values to the cells of future tables and how to set their format. From these input values, you will further derive new data by calculating them through formulas, including the applied functions from various categories. You will learn to manipulate cell ranges and whole worksheets. You will adjust the appearance of created tables by setting the cell properties and by applying cell styles. You will analyse the entered data via charts and conditional formatting. You will learn to set the print properties before printing created tables and charts. You will also learn to sort and filter more extensive data and to calculate their subtotals. You will familiarise yourself with the data validation, the creation of scenarios and with the application of the Solver tool. You will learn to share workbooks and to set various levels of their protection. You will also examine the creation and usage of macros in details.

### List of Courses:



MS Excel 2013: Introduction  
MS Excel 2013: Intermediate  
MS Excel 2013: Advanced

**98**  
Lessons

**3**  
Courses

**49**  
Study hours

# MS Office 2013

**STUDY LANGUAGE:** English

## MS Excel 2013: Introduction

In the course MS Excel 2013: Introduction, you will familiarise yourself with the Excel 2013 environment and its documents and you will learn to control them. You will learn in each lesson to create tables step by step. You will find out how to enter values correctly into the cells and how to set the cell formatting, including conditional formatting. You will learn to manipulate each cell and cell range, you will learn to work with worksheets and entire files. You will create a chart and learn to create calculations by basic arithmetic formulas.

### List of lessons

- Introduction to the practical use of Excel
- Excel window
- Ribbon
- Excel workbook
- Creation and saving of a workbook
- Opening an existing workbook
- Manipulating worksheets
- Navigation within a worksheet
- Cell range selection methods
- Adjusting rows and columns
- Data entry into cells
- Numeric values in cells
- Moving and copying cell values
- Copying and moving using the Clipboard
- Font formatting
- Alignment of data in cells
- Borders and fill
- Basic number formats
- Date, time and percentage number formats
- Cell styles
- Copying formatting
- Excel table
- Conditional formatting
- Basic formulas
- AutoSum
- Number and date fill series
- Text series and custom lists
- Sorting
- Recommended charts
- Instant data analysis
- Pictures in Excel
- Printing
- Customisation of the program settings
- Getting help with Excel

### Application language

MS Excel 2013 - English version

### Course content

Pre-assessment (optional)

34 lessons

Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

17 hours

### Target audience

Office computer user



# MS Office 2013

**STUDY LANGUAGE:** English

## MS Excel 2013: Intermediate

In the course MS Excel 2013: Intermediate, the presented interactive lessons focus mainly on performing various calculations. You will broaden your basic knowledge by the application of logical and text functions. You will get acquainted with the principles of referencing to the values in other cells. You will learn to fill cells with series of data. You will familiarise yourself with the advanced options of sorting and filtering data or searching for specific values in extensive tables. You will also examine how to split longer text entries in tables into individual data placed into several columns.

### List of lessons

- Customisation of the Quick Access Toolbar
- Customising the Ribbon
- Manipulation with sheets of multiple workbooks
- Advanced paste options
- Copying multiple items
- Pasting external data into Excel
- Advanced number formats
- Custom number format
- Worksheet protection
- Advanced work with Excel tables
- Using references in formulas
- Comparing and connecting values using operators
- Cell and range references
- Conditional formatting rules
- Conditional formatting based on a formula
- Function library
- Text functions
- Advanced text functions
- Math functions
- Statistical functions
- Date and time functions
- Logical functions and conditional calculations
- Nested functions
- Errors in cells and their checking
- Naming cell ranges
- Data validation
- Advanced fill series
- Advanced sorting
- Data filtering
- Using slicers to filter data
- Finding and replacing specific values
- Removing duplicate data
- Splitting text into columns
- Flash Fill
- Outline

### Application language

MS Excel 2013 - English version

### Course content

Pre-assessment (optional)  
35 lessons  
Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

18 hours

### Target audience

Office computer user



# MS Office 2013

**STUDY LANGUAGE:** English

## MS Excel 2013: Advanced

The course MS Excel 2013: Advanced is focused mainly on the creation of charts and automation of the work in the program by using macros. Besides these main topics, you will also examine the insertion of various graphical elements into worksheets, such as shapes or SmartArt graphics. You will learn to prepare a table or the entire worksheet before printing and you will familiarise yourself with the options of protecting and sharing the workbook content. You will further familiarise yourself with the usage of macros, including their creation and editing and you will also examine the options of macro security.

### List of lessons

- Sparklines
- Charts creation
- Chart design
- Chart formatting
- Screenshots and screen clipping
- Shapes
- SmartArt
- Themes
- Proofing tools
- Tracking changes
- Comments
- Managing multiple windows
- Splitting worksheets into panes
- Workbook views
- Header and footer
- Page setup
- Microsoft account
- File properties
- Workbook protection
- Workbook inspection
- File AutoRecovery
- Using templates
- Compatibility issues
- Saving a workbook to the Web
- Introduction to macros
- Macro recording
- Macro editing
- Macro security
- Digitally signed macros

### Application language

MS Excel 2013 - English version

### Course content

Pre-assessment (optional)  
29 lessons  
Final test

### Lesson content

Tutorial, exercise, quiz

### Estimated time of study

15 hours

### Target audience

Office computer user







#### **ABOUT ARNOLD MUSCAT**

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



#### **ABOUT JENNY MUSCAT**

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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