



# Sakhisisizwe Projects

## Excel in a Day !



### Saqa Id 116937 Beginners Excel Day1

- ❖ CREATE, OPEN AND SAVE SPREADSHEETS
- ❖ PRODUCE A SPREADSHEET
- ❖ EDIT A SPREADSHEET
- ❖ FORMAT A SPREADSHEET
- ❖ SPELLING AND GRAMMAR
- ❖ PRINTING

### Saqa Id 116940 Intermediate Excel Day2

- ❖ ADJUST SETTINGS AND PRODUCE A WORKSHEET
- ❖ WORK WITH MULTIPLE WORKSHEETS
  
- ❖ WORK WITH FORMULAE
- ❖ WORK WITH FUNCTIONS
- ❖ FORMAT A SPREADSHEET
- ❖ IMPROVE THE PRESENTATION
- ❖ PRINT A SPREADSHEET
- ❖ EVALUATE A SPREADSHEET



### Saqa Id 116943 Advanced Excel Day 3

- ❖ CREATE AND EDIT A GRAPH/CHART
- ❖ Add data to an embedded chart
- ❖ LOAD DATA FROM AN EXTERNAL SOURCE
- ❖ Working with Access data in Excel
- ❖ INSERT AND EDIT OBJECTS IN A SPREADSHEET



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