



# Microsoft Excel Advance

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OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

**NQF Level:** Industry Certification | **Credits:** N/A

**Delivery:** Online

**Print Date:** June 30, 2026

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## PROGRAMME OVERVIEW

PROGRAMME DURATION	5 Days
ACADEMIC LEVEL	Industry Certification
TOTAL CREDITS	N/A
SAQA REGISTRATION	Pending
MODE OF DELIVERY	Online
TOTAL INVESTMENT	<b>R 3,500</b> (Registration Deposit: R 799)

### Executive Introduction

Advanced Microsoft Excel competencies are developed, including complex formulas, data modelling, automation with macros, and advanced visualisation techniques essential for sophisticated business analysis and reporting tasks.

## PURPOSE OF THE LEARNING PROGRAMME

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Outcomes are currently being formalized.

# MODULE BREAKDOWN

## Module 01: Advanced Formatting

Conditional formatting and validation.

## Module 02: Complex Functions

VLOOKUP, XLOOKUP, IF statements.

## Module 03: Pivot Tables

Summarizing large datasets.

## Module 04: Data Analysis Tools

Goal Seek, Solver, and Scenarios.

## Module 05: Macros & Dashboards

Recording macros and visualization.

## NEXT STEPS & APPLICATION

Ready to definitively advance your professional trajectory? Formal applications are currently open for the upcoming academic cycle. To securely guarantee your placement in the next intake for **Microsoft Excel Advance**, please complete our online application process or contact our admissions advisory team directly.

### CONTACT ADMISSIONS

**Official Email:** [apply@softkingsacademy.co.za](mailto:apply@softkingsacademy.co.za)

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### DIGITAL STUDENT PORTALS

**Studentzone:** [portal.skacademy.co.za](http://portal.skacademy.co.za)

**Exam Centre:** [exams.skacademy.co.za](http://exams.skacademy.co.za)

**Verify Certificate:** [skacademy.co.za/verify-certificate](http://skacademy.co.za/verify-certificate)

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INFORMATION CONTAINED WITHIN THIS PROSPECTUS IS CORRECT AT THE TIME OF PRINTING.