



**VAAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.



SHORT LEARNING PROGRAMME

EXCEL BASIC & INTERMEDIATE

Short Learning Programme

Commencement Date

12-16 October 2026

Closing Date

23 September 2026



About Course

You will learn the following:

- Navigate the Ribbon, formula bar, and worksheets.
- Understand workbook and worksheet concepts.
- Enter and edit data (text, numbers, dates).
- Apply basic formatting (font styles, cell colors, alignment, number formats)
- Add, delete, rename, and move worksheets.
- Copy and move data between worksheets.
- Apply advanced data validation rules.
- Protect worksheets and workbooks
- Create and manage Excel tables.
- Use table features like sorting, filtering, and totals



Click / Scan to register

For enquiries and registration contact:

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Course Cost

R6 500

Enrolments are now open for 2026, Act Fast Limited Space Available!!!