



This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate will be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- Certifies best practice in effective spreadsheets software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Spreadsheets • Enhancing Productivity
Cells	<ul style="list-style-type: none"> • Insert, Select • Edit, Sort • Copy, Move, Delete
Managing Worksheets	<ul style="list-style-type: none"> • Rows and Columns • Worksheets
Formulas and Functions	<ul style="list-style-type: none"> • Arithmetic Formulas • Functions
Formatting	<ul style="list-style-type: none"> • Numbers/Dates • Contents • Alignment, Border Effects
Charts	<ul style="list-style-type: none"> • Create • Edit
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print

