

ECDL Advanced Spreadsheets (Excel)

Module Goals

Advanced Spreadsheets requires the candidate to use the spreadsheet application to produce advanced spreadsheet outputs. The candidate shall be able to:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting features.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges, macros and templates.
- Use linking, embedding and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.

Module Chapters

1. Formatting
2. Functions & Formulas
3. Charts
4. Analysis
5. Validating & Auditing
6. Enhancing Productivity
7. Collaborative Editing

Additional Course Information

Estimated learning time: 45 hours

Versions available: 2007, 2010, 2013, 2016

Software needed: Microsoft Office Professional

Examinations: 1 hour, mock test available

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Word Processing

ECDL Advanced Presentations

ECDL Advanced Databases

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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