

# Spreadsheets Level 1

## Module Goals

This module sets out essential concepts and skills relating to basic spreadsheets using Microsoft Excel. Successful candidates will be able to:

- Know the types of information that are needed in spreadsheet file: numbers, graphs or charts, text, images
- Be able to create a new spreadsheet and save it observing any local guidelines and conventions
- Be able to copy, cut and paste data between cells
- Know how to use find and replace facilities to edit data
- Recognise good practice in creating lists or tables in a spreadsheet
- Create simple arithmetic formulas in a spreadsheet
- Use common functions in a spreadsheet
- Format cells to display currency, decimals places, separators
- Create & format charts

## Module Chapters

1. Introduction to Spreadsheets
2. Storage and Retrieval of Files
3. Document Editing
4. Analysis and Interpretation of Data
5. Presenting Spreadsheet Data
6. Check & Print

## Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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## Progression Options

### Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Presentations Level 1

Databases Level 1

Improving Productivity Using IT Level 1

### Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1



## Rewards Training

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