

Spreadsheets Level 2 (Excel)

Module Goals

This module sets out essential concepts and skills relating to understanding the concept of spreadsheets and demonstrating an ability to use a spreadsheet to produce accurate work outputs. Successful candidates 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 and 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 and recognize 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 and check and correct spreadsheet content before finally printing spreadsheets.

Module Chapters

1. Using the Application
2. Cells
3. Managing Worksheets
4. Formulas & Functions
5. Formatting
6. Charts
7. Prepare Outputs

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Presentations Level 2

Improving Productivity Level 2

ECDL Advanced Spreadsheets

Microsoft Office Specialist



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