Course Code: ECDL4v50-07

ECDL 5.0 Module 4
Spreadsheets (Excel 2007)

Overview

In Module 4 the candidate will learn about the concepts of spreadsheets and will be able to demonstrate the ability to use a spreadsheet on a computer. The candidate will be able to develop, format, modify and use a spreadsheet of limited scope ready for distribution. This will involve creating formulas and using standard functions, and creating and formatting charts/graphs.

Target Audience

This publication is intended for people who wish to prepare for ECDL 5.0 Module 4 - Spreadsheets using Microsoft Excel 2007.

Pre-requisites

This publication assumes no prior knowledge of Microsoft Excel 2007 or a spreadsheet application. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the candidate will be required to start applications, work with and copy files, and locate file folders.

Objectives

At the completion of ECDL Module 4, you should be able to:

- use best practice principles when creating new spreadsheets
- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- find the information you need in Help
- work with various elements of a worksheet
- use a range of techniques to work with worksheets
- copy, cut or fill data within a workbook
- understand, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- use formatting techniques to greatly enhance the look of a worksheet
- save workbooks in a variety of formats
- apply a variety of page setup techniques
- print your workbook data
- create and work with headers and footers
- sort data in a list in a worksheet
- create effective charts in Microsoft Excel
- create a range of common charts
- move or copy charts within the same workbook or to different workbooks
- modify Excel options

Course Duration is 33.7 hrs

** Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*

Contents

The course focuses on practical work within ECDL 5.0 Module 4 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

Spreadsheets - Best Practice
- Best Practice - Planning
- Best Practice – Design Considerations
- Best Practice – Documenting Your Data
- Best Practice - Formulas

Getting To Know Excel
- Starting Excel
- The Excel Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Understanding Dialog Boxes
- The Quick Access Toolbar
- The Office Button
- Exiting Safely From Excel

Creating A New Workbook
- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes
- Safely Closing a Workbook.doc

Working With Workbooks
- Moving About A Worksheet
- Working with Workbooks
- Data Editing
- Understanding Ranges
- Working with Data Ranges
- Selecting Larger Ranges
- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values

Getting Help
- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help

Working With A Worksheet
- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

Worksheet Techniques
- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Freezing Rows And Columns
- Splitting Windows

Copying Moving and Filling Data
- Understanding Copying In Excel
- Copying Data
- Understanding Moving In Excel
- Moving Cells And Ranges
- Moving Data To Other Worksheets
- Moving Data To Other Workbooks
- Using AutoFill

Formulas And Functions
- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Using ROUND
- Using COUNT And COUNTA
- Using IF To Display Text
- Using IF To Calculate Values

Formula Referencing
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Common Error Messages
- Understanding Error Checking
- Checking for Errors

General Formatting
- Understanding Font Formatting
- Working With Live Preview
- The Font Group
- Understanding Cell Alignment
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Working with Columns and Rows
- Understanding Number Formatting
- Formatting Numbers
- Copying Formats
- Understanding Borders
- Working With Borders

Saving Workbooks
- Saving As A Different Name
- Saving In Another Location
- Saving In Another Version
- Saving In A Web Format
- Saving Other File Types

Page Setup
- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Settings Rows As Repeating Print Titles
- Settings Columns As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Strategies For Printing Larger Worksheets

Printing
- Understanding Printing
- Previewing Before You Print
- Performing A Quick Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Dialog Box
- Scaling To A Percentage
- Fit To A Specific Number Of Pages

Headers And Footers
- Understanding Headers And Footers
- Adding A Quick Header
- Adding A Quick Footer
- Switching Between Headers And Footers
- Typing Text Into Headers And Footers
- Modifying Headers And Footers
- Adding Page Numbering
- Adding Date and Time Information
- Adding Workbook Information

Sorting Data
- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort

Creating Charts
- Understanding The Charting Process

- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing A Selected Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

Common Chart Types

- Understanding Common Chart Types
- Creating A Column Chart
- Creating A Line Chart
- Creating A Pie Chart
- Creating A Bar Chart
- Creating An Area Chart
- Creating A Scatter Chart
- Other Chart Types
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels

Chart Object Formatting

- Understanding Chart Object Formatting
- Selecting Chart Elements
- Using Shape Styles To Format Objects
- Changing Column Colour
- Changing Pie Slice Colour
- Changing Bar Colours
- Changing Chart Line Colours
- Using Shape Effects
- Filling Areas of a Chart
- Filling The Background
- Formatting Chart Text

Working with Charts

- Moving Charts within a Workbook
- Copying Charts within a Workbook
- Moving or Copying Charts to Another Workbook

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location

Concluding Remarks