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.
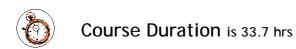
Objectives

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.