

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.

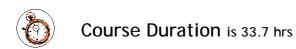


# **Objectives**

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





\* 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**

Splitting Windows

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

#### 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**

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

**Understanding Headers And Footers** 

# **Sorting Data**

**Understanding Lists** Performing An Alphabetical Sort Performing A Numerical Sort

Adding Workbook Information

#### **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**

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