



ICDL - Module 4 - Spreadsheets

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 4 - Spreadsheets
Content Provider:	Software Educational Resources Limited (SERL)

Overview

Spreadsheets, requires the student to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application on a computer. The student shall understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet* of limited scope ready for distribution. He or she shall also be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The student shall demonstrate competence in creating and formatting graphs/charts.

**The term spreadsheet is used to denote a spreadsheet file with multiple sheet functionality. The term worksheet is used to denote a single sheet in a spreadsheet file.*

Content Outline

Excel Fundamentals

- Introduction
- Starting and Exiting
- The Excel 2002 Screen
- Toolbars
- The Task Pane

The Workbook

- Opening an Existing Workbook
- Rows, Columns and Cells
- Cell Contents
- Moving Around a Worksheet
- Selecting Cells
- Closing Without Saving

Basic Calculations

- Formulas
- AutoSum
- Arithmetic Operators
- Copying Formulas

Creating a Workbook

- Designing a Worksheet
- Problem Solving
- Workbook Creation and Data Entry
- Editing Cell Entries
- Entering Range Data
- Saving a New File

Working with Data

- Incrementing Data
- Column Widths
- Calculation Aids
- Basic Formatting

Formatting

- Formatting Options
- Borders
- Colour and Patterns
- Alignment
- Merging and Wrapping
- Formatting Numbers

Printing

- Print Preview
- Page Setup
- Printing Options
- Display Options
- Headers and Footers

Advanced Features

- Inserting and Deleting Rows and Columns
- AutoFormat
- Copying and Moving
- Find, Replace and Sort
- Spelling
- Series
- Format Painter
- Working with Large Worksheets
- Default Preferences

More Calculations

- Functions and Percentages
- Absolute References
- IF Function

Checking and Help

- Checking Data
- Help

Charts

- About Charts
- Creating Charts
- Basic Formatting
- Creating Pie Charts
- Advanced Formatting
- More on Charts
- Moving, Copying, Resizing and Deleting

Inserting and Importing

- Inserting Pictures
- Importing
- Inserting Worksheets
- Importing
- Saving Workbooks in Different File Formats



**Software Educational
Resources Ltd**



Certification/Qualifications

This ICDL module prepares students to sit the 'Spreadsheets' external assessment. See <http://www.icdl.gen.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the 'Spreadsheets' module is thirty (30) hours.