

EUROPEAN COMPUTER DRIVING LICENCE / INTERNATIONAL COMPUTER DRIVING LICENCE

SYLLABUS VERSION 5.0

M4 Spreadsheets



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Module 4 – Spreadsheets

The following is the Syllabus for Module 4, *Spreadsheets*, which provides the basis for the practice-based test in this module.

Module Goals

Module 4 *Spreadsheets*, requires the candidate to understand the concept of spreadsheets and to demonstrate their ability to use a spreadsheet to produce accurate work outputs. The candidate shall be able to accomplish routine spreadsheet tasks, such as inputting numbers and making calculations, which will be ready to share and distribute. The candidate shall also be able to set application preferences in order to enhance their productivity, and be able to format and modify spreadsheet content to enhance its appeal. The candidate shall be able to generate standard mathematical and logical formulas using standard spreadsheet formulas and functions. The candidate shall also choose, create and format charts to communicate information meaningfully. They shall recognise some good practices when using a spreadsheet like checking that spreadsheet calculations are accurate before distribution, and adopting good naming conventions to help identify and recall spreadsheet materials later.

CATEGORY	SKILL SET	REF.	Task Item
4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.1	Open, close a spreadsheet application. Open, close spreadsheets.
		4.1.1.2	Create a new spreadsheet (default template).
		4.1.1.3	Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.
		4.1.1.4	Save a spreadsheet in another file type like: text file, template, software specific file extension, version number.
		4.1.1.5	Switch between open spreadsheets.
	4.1.2 Enhancing Productivity	4.1.2.1	Set basic options/preferences in the application: user name, default directory/folder to open, save spreadsheets.
		4.1.2.2	Use available Help functions.
		4.1.2.3	Use magnification/zoom tools.
		4.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
		4.2 Cells	4.2.1 Insert, Select
4.2.1.2	Recognise good practice in creating lists: avoid blank rows or columns in the main body of a list.		
4.2.1.3	Enter a number, date, text in a cell.		
4.2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.		
4.2.2 Edit, Sort	4.2.2.1		Edit cell content, modify existing cell content.

CATEGORY	SKILL SET	REF.	Task Item
		4.2.2.2	Use the undo, redo command.
		4.2.2.3	Use the search command for specific content in a worksheet.
		4.2.2.4	Use the replace command for specific content in a worksheet.
		4.2.2.5	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.
	4.2.3 Copy, Move, Delete	4.2.3.1	Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		4.2.3.2	Use the autofill tool/copy handle tool to copy, increment data entries.
		4.2.3.3	Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		4.2.3.4	Delete cell contents.
4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.1	Select a row, range of adjacent rows, range of non-adjacent rows.
		4.3.1.2	Select a column, range of adjacent columns, range of non-adjacent columns.
		4.3.1.3	Insert, delete rows and columns.
		4.3.1.4	Modify column widths, row heights to a specified value, to optimal width or height.
		4.3.1.5	Freeze, unfreeze row and/or column titles.
	4.3.2 Worksheets	4.3.2.1	Switch between worksheets.
		4.3.2.2	Insert a new worksheet, delete a worksheet.
		4.3.2.3	Recognise good practice in naming worksheets: use meaningful worksheet names rather than accepting default names.
		4.3.2.4	Copy, move, rename a worksheet within a spreadsheet.
4.4 Formulas and Functions	4.4.1 Arithmetic Formulas	4.4.1.1	Recognise good practice in formula creation: refer to cell references rather than type numbers into formulas.
		4.4.1.2	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
		4.4.1.3	Identify and understand standard error values associated with using formulas: #####, #NAME?, #REF!.
		4.4.1.4	Understand and use relative, absolute cell referencing in formulas.
	4.4.2 Functions	4.4.2.1	Use sum, average, minimum, maximum, count, counta, countblank functions.

CATEGORY	SKILL SET	REF.	Task Item
		4.4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.
4.5 Formatting	4.5.1 <i>Numbers/Dates</i>	4.5.1.1	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.
		4.5.1.2	Format cells to display a date style, to display a currency symbol.
		4.5.1.3	Format cells to display numbers as percentages.
	4.5.2 <i>Contents</i>	4.5.2.1	Change cell content appearance: font sizes, font types.
		4.5.2.2	Apply formatting to cell contents: bold, italic, underline, double underline.
		4.5.2.3	Apply different colours to cell content, cell background.
		4.5.2.4	Copy the formatting from a cell, cell range to another cell, cell range.
	4.5.3 <i>Alignment, Border Effects</i>	4.5.3.1	Apply text wrapping to contents within a cell, cell range.
		4.5.3.2	Align cell contents: horizontally, vertically. Adjust cell content orientation.
		4.5.3.3	Merge cells and centre a title in a merged cell.
4.5.3.4		Add border effects to a cell, cell range: lines, colours.	
4.6 Charts	4.6.1 <i>Create</i>	4.6.1.1	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.
		4.6.1.2	Change the chart type.
		4.6.1.3	Move, resize, delete a chart.
	4.6.2 <i>Edit</i>	4.6.2.1	Add, remove, edit a chart title.
		4.6.2.2	Change chart area background colour, legend fill colour.
		4.6.2.3	Change the column, bar, line, pie slice colours in the chart.
		4.6.2.4	Change font size and colour of chart title, chart axes, chart legend text.
4.7 Prepare Outputs	4.7.1 <i>Setup</i>	4.7.1.1	Change worksheet margins: top, bottom, left, right.
		4.7.1.2	Change worksheet orientation: portrait, landscape. Change paper size.
		4.7.1.3	Adjust page setup to fit worksheet contents on a specified number of pages.
		4.7.1.4	Add, edit, delete text in headers, footers in a worksheet.

CATEGORY	SKILL SET	REF.	Task Item
		4.7.1.5	Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.
	4.7.2 <i>Check and Print</i>	4.7.2.1	Check and correct spreadsheet calculations.
		4.7.2.2	Turn on, off display of gridlines, display of row and column headings for printing purposes.
		4.7.2.3	Apply automatic title row(s) printing on every page of a printed worksheet.
		4.7.2.4	Preview a worksheet.
		4.7.2.5	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.