

WSQ EMPLOYABILITY SKILLS – ICDL CERTIFICATION
PERFORM SPREADSHEET FUNCTIONS
(EXCEL 2013)

(This course is conducted in partnership with Eagle Infotech Consultants)

COURSE DURATION

(2 days = 17 hours)

COURSE SYNOPSIS

This module enables learners to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Learners will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, and demonstrate competence in creating and formatting graphs or charts.

On completion of this module each learner will be able to:

- Work with spreadsheets and save them in different file formats
- Choose built-in options such as the Help function within the application to enhance productivity
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognise error values in formulas
- Format numbers and text content in a spreadsheet
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

TARGET AUDIENCE

This course is intended for learners with little or no knowledge of using a spreadsheet application.

ASSUMED SKILLS

The learner must be able to:

- operate a Personal Computer, use keyboard and mouse
- read, write, speak and understand English (Work Place Literacy Level 4 – lower secondary level)

COURSE CONTENT

- ***Working with Spreadsheets***
 - Open, close a spreadsheet application. Open and close spreadsheets.
 - Create a new spreadsheet based on default template.
 - Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.
 - Save a spreadsheet as another file type like: template, text file, software specific file extension, version number.
 - Switch between open spreadsheets
- ***Enhancing Productivity***
 - Set basic options/preferences in the application: user name, default folder to open, save spreadsheets.
 - Use available Help functions.
 - Use magnification/zoom tools.
 - Display, hide built-in toolbars. Restore, minimize the ribbon.

Cells

- ***Insert, Select***
 - Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell).
 - Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.
 - Enter a number, date, text in a cell.
 - Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
- ***Edit, Sort***
 - Edit cell content, modify existing cell content.
 - Use the undo, redo command.
 - Use the search command for specific content in a worksheet.
 - Use the replace command for specific content in a worksheet.
 - Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.
- ***Copy, Move, Delete***
 - Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
 - Use the AutoFill tool/copy handle tool to copy, increment data entries.
 - Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
 - Delete cell contents.

Managing Worksheets

- ***Rows and Columns***
 - Select a row, range of adjacent rows, range of non-adjacent rows.
 - Select a column, range of adjacent columns, range of non-adjacent columns.
 - Insert, delete rows and columns.
 - Modify column widths, row heights to a specified value, to optimal width or height.
 - Freeze, unfreeze row and/or column titles.

- **Worksheets**
 - Switch between worksheets.
 - Insert a new worksheet, delete a worksheet.
 - Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.
 - Copy, move, rename a worksheet within a spreadsheet.

Formulas and Functions

- **Arithmetic Formulas**
 - Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.
 - Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
 - Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!.
 - Understand and use relative, absolute cell referencing in formulas.
- **Functions**
 - Use sum, average, minimum, maximum, count, counta, round functions.
 - Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.

Formatting

- **Numbers/Dates**
 - Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.
 - Format cells to display a date style, to display a currency symbol.
 - Format cells to display numbers as percentages.
- **Contents**
 - Change cell content appearance: font sizes, font types.
 - Apply formatting to cell contents: bold, italic, underline, double underline.
 - Apply different colours to cell content, cell background.
 - Copy the formatting from a cell, cell range to another cell, cell range.
- **Alignment, Border Effects**
 - Apply text wrapping to contents within a cell, cell range.
 - Align cell contents: horizontally, vertically. Adjust cell content orientation.
 - Merge cells and centre a title in a merged cell.
 - Add border effects to a cell, cell range: lines, colours.

Charts

- **Create**
 - Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.
 - Select a chart.
 - Change the chart type.
 - Move, resize, delete a chart.
- **Edit**
 - Add, remove, edit a chart title.
 - Add data labels to a chart: values/numbers, percentages.
 - Change chart area background colour, legend fill colour.
 - Change the column, bar, line, pie slice colours in the chart.

- Change font size and colour of chart title, chart axes, chart legend text.

Prepare Outputs

- **Setup**
 - Change worksheet margins: top, bottom, left, right.
 - Change worksheet orientation: portrait, landscape. Change paper size.
 - Adjust page setup to fit worksheet contents on a specified number of pages.
 - Add, edit, delete text in headers, footers in a worksheet.
 - Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.
- **Check and Print**
 - Check and correct spreadsheet calculations and text.
 - Turn on, off display of gridlines, display of row and column headings for printing purposes.
 - Apply automatic title row(s) printing on every page of a printed worksheet.
 - Preview a worksheet.
 - Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.

Enquiries on Course Fee Subsidy and Absentee Payroll Funding, please contact us at

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