

# ICDL Module 4: ES WSQ - Perform Spreadsheet Functions (Microsoft Excel 2007 Fast Track) - Operations Level

## Course Aims

This course provides the basis for the practice-based test for ICDL Module 4 Spreadsheet exam.

The exam requires the candidate to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. The candidate shall be able to accomplish standard mathematical and logical operations using basic formulas and functions. The candidate shall demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts.

## Pre-requisites

An understanding of Windows / MS Excel 2002/2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 16 Hours	9:00 am to 6:00 pm

### Module 1. Getting Started

- Starting Excel
- The Excel Screen
- Menus
- Toolbars
- The Worksheet Window
- Moving Around
- Help
- The Office Assistant
- Preferences
- Closing Excel
- Revision
- Revision

### Module 2. Open and Close Workbooks

- Opening a Workbook
- Closing a Workbook
- Using Scroll Bars
- Opening Multiple Workbooks
- Revision

### Module 3. Creating and Saving Workbooks

- Starting a New Workbook
- Entering Labels
- Entering Numbers
- Saving a New Workbook
- Saving a Named Workbook
- Saving in Different Formats
- Saving as a Template
- Revision
- Revision

### Module 4. Formulas

- Formulas
- Brackets
- AutoSum
- Checking for Errors
- Revision
- Revision

### Module 5. Workbooks

- Multiple Worksheets
- Switch Between Open Workbooks
- Renaming Sheets
- Copying and Moving Sheets

- Inserting and Deleting Sheets
- Revision

### Module 6. Editing

- Editing Cells
- Deleting Cell Contents
- Using Undo and Redo
- Ranges
- Using the Fill Handle
- Copying Cells
- Moving Cells
- Copying & Moving between Workbooks
- Finding Specific Text
- Replacing Text
- Sorting
- Revision
- Revision

### Module 7. Printing

- Printing
- Print Preview
- Page Setup
- Margins
- Printing a Selection
- Headers and Footers
- Print Titles
- Print Options
- Displaying & Printing Formulas
- Revision
- Revision

### Module 8. Formatting

- Formatting
- Bold, Underline & Italic
- Fonts & Font Size
- Format Number
- Dates
- Alignment
- Changing Column Width
- Changing Row Height
- Inserting Rows and Columns
- Deleting Rows and Columns
- Adding Borders
- Adding Colour
- Rotate Text

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- Freezing Panes
- Zoom
- Revision
- Revision

## **Module 9.** Functions & Addressing

- Functions
- Count
- Average and Round
- Maximum and Minimum
- IF
- Relative Addressing
- Absolute Addressing
- Revision

- Revision

## **Module 10.** Charts

- Introducing Charts
- Creating Charts
- Embedded Charts
- Chart Types
- Copy, Move & Resize Charts
- Formatting Charts
- Chart Options
- Printing Charts
- Revision
- Revision