

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

Course Aims

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

The candidate shall be able to accomplish standard mathematical and logical operations using advanced 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

Competency in Module 4: Perform Spreadsheet Functions Operations Level will be an added advantage

Level	Duration	Time
Advanced	2 Days / 16 Hours	9:00 am to 6:00 pm

Module 1. Introduction

- Spreadsheet Design
- Techniques To Use
- Revision

Module 2. Formatting

- Split a Window
- Conditional Formatting
- Format as Table
- Paste Special
- Transposing Data
- Copying and Moving Sheets
- Revision

Module 3. Protection

- Protection
- Worksheet and Cell Protection
- Hiding Rows and Columns
- Hiding Formulas
- Workbook Protection
- Hiding Worksheets and Workbooks
- Revision

Module 4. Cells Comments

- Cell Comments
- Display Comments
- Create, Edit and Delete Comments
- Revision

Module 5. Names

- Names
- Using Names in Formulas
- Using GoTo with Names
- Revision

Module 6. Templates

- Creating a Template
- Using a Template
- Editing a Template
- Revision

Module 7. Formulas

- Display Formulas
- Formulas That Produce Errors
- Mixed Referencing
- Custom Number Formats
- Revision

Module 8. Outline

- Creating an Outline
- Working With an Outline
- Revision

Module 9. Scenarios

- Creating Scenarios
- Using, Editing and Deleting Scenarios
- Scenarios Summary Report
- Revision

Module 10. Linking and Importing

- Linking
- Creating Links
- Linking Between Workbooks
- Linking To a Word Document
- Hyperlinks
- Importing Delimited Data
- Revision

Module 11. Sorting

- Sorting
- Multiple Columns Sorts
- Custom Lists and Sorts
- Revision

Module 12. Lists

- Lists
- Filtering List
- AutoFilter
- Custom AutoFilter
- Advanced Filtering
- Extracting Filtered Data
- Adding Subtotals
- Revision

Module 13. PivotTables

- PivotTables
- Filtering a PivotTable
- Grouping and Sorting in PivotTable
- Revision

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Module 14. Functions

- Functions
- Date and Time Functions
- Lookup Functions
- Mathematical Functions
- Statistical Functions
- Text Functions
- Financial Functions
- Database Functions
- Nested Functions
- Revision

Module 15. Charts

- Formatting Charts
- Modifying Charts
- Line - Column Charts
- Adding Images to Charts
- Revision

Module 16. Data Tables

- One Input Data Table
- Two Input Data Table
- Revision

Module 17. Macros

- Macros
- Recording a Macro
- Running a Macro
- Assign a Macro To the Quick Access Toolbar
- Revision

Module 18. Auditing

- Auditing
- Tracing Precedents
- Tracing Dependents
- Tracing Errors
- Data Validation
- Revision

Module 19. Tracking Changes

- Track Changes in a Worksheet
- Shared Workbooks
- Merging Workbooks
- Revision