

## **COURSE DURATION**

24 hours / 17 hours

## **COURSE SYNOPSIS & OBJECTIVES**

On completion of this unit, the learner will have the knowledge and application skills in using a spreadsheet application. Learners 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 who wish to equip themselves with the necessary knowledge and skills to be proficient with using the core features of a spreadsheet application. The skills include understanding fundamental spreadsheet concepts, designing a spreadsheet and using basic functions within a spreadsheet.

## **ASSUMED SKILLS AND KNOWLEDGE**

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

## COURSE OUTLINE

### 1. Overview of Module

### 2. Getting Started

- Features and uses of a spreadsheet application
- Start and exit spreadsheet application
- Create a workbook
- Open and close a workbook
- Switch between workbooks
- Save a workbook
- The Excel screen
- Display toolbar/Ribbons
- Use magnification/zoom
- Set basic options/preferences
- Use Help function

### 3. Insert Data and Select Cells

- Enter text, numbers and date
- Move around a worksheet
- Cell selection techniques

### 4. Edit and Sort Data

- Edit cell contents
- Use Undo and Redo commands
- Use Find and Replace commands
- Sort data

### 5. Copy, Move and Delete Cell Contents

- Use copy/cut and paste
- Using Clipboard
- Paste Special

### 6. Rows and Columns

- Insert and delete rows and columns
- Insert and delete cell
- Modify column width and row heights
- Freeze and unfreeze rows and column

### 7. Worksheets

- Turn on/off display of gridlines
- Switching between worksheets
- Select worksheets

- Insert and delete worksheets
- Copy, move and rename worksheets

### 8. Formulas

- Create formula (Add, Subtract, Multiply, Divide)
- Using mathematical operators (=, -, \*, /)
- Enter a formula
- Use cell references in formula

### 9. Functions

- Using Functions
- Use AutoSum
- Use AVERAGE, COUNT, MAX, MIN, COUNTA and ROUND functions
- Use Logical function
- Relative and absolute referencing
- Display and print formulas
- Common error messages in formula

### 10. Formatting

- Format number and text
- Format number and text
- Using Format Painter

### 11. Charts

- Create a chart
- Move, re-size and delete a chart
- Edit a chart

### 12. Worksheet Setup

- Use the Spell-check command
- Adjust page options
- Add Header and Footer
- Change sheet display options

### 13. Printing

- Preview a worksheet
- Use basic print options
- Set print area