ICDL – Perform Advanced Spreadsheet Functions (Microsoft Excel) 3 Days

COURSE DURATION
24 Hrs

MODE OF TRAINING
Classroom

ICDL Advanced Spreadsheets is a high-level certification programme which presents learners with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.

FULL FEE
$600
(Subject to 9% GST)

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Course Objectives

By the end of this course, learners will be able to:

- Produce higher quality information
- Pinpoint key information quicker and more easily
- Provide more sharply-defined analysis
- Produce more sophisticated reports
- Use advanced editing, data handling, functions and analysis features • Use macros within the spreadsheets application

Who Is This Course For

- Prospective learners should ideally have the ICDL certification and/or previous experience using computers and common software applications. Typically, these would be individuals who use a wide range of advanced functionalities within a spreadsheet application in a personal or professional context. Spreadsheet applications enable learners to manipulate and produce precise information and conduct crucial data analysis. The ICDL Advanced Spreadsheets certification has been specifically designed to provide learners with the skills to exploit the full potential of the spreadsheet application.

![James Cook Institute logo]

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Course Content

Learning Unit 1: Considerations in designing spreadsheets

Learning Unit 2: Formatting

• Table AutoFormat

• Conditional formatting

• Apply data formats

• Using multiple worksheets

• Insert, move and remove split

• Hide and show rows, columns, worksheet

Learning Unit 3: Functions and formula

• Using cell references in formula

• Function syntax and categories

• Logical functions

• Nested functions

• Nested functions

• Mathematical functions

• Statistical functions

• Date and Time functions

• Financial functions

• Text functions

• Lookup and Reference functions

• Database functions

• Creating Three-D worksheets

• Paste Special options

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Course Content

Learning Unit 4: Charts

• Using Custom Charts

• Formatting charts

Learning Unit 5: Analysis

• Managing data in a spreadsheet

• PivotTables

• Data Tables

• Scenario Manager

• Sorting a database

• Auto and Advanced Filters

• Subtotals

Learning Unit 6: Validating and Auditing

• Data validation

• Auditing

Learning Unit 7: Enhancing Productivity

• Range Names

• Using Templates

• Linking data

• Inserting hyperlinks and bookmarks

• Import data to Excel

• Macros

Learning Unit 8: Collaborative Editing

• Working with comments

• File protection • Accessing and sharing data

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