ICDL - Perform Spreadsheet Functions (Microsoft Excel) Core Level 2 days

Description
This course equips participants how to proficiently manage spreadsheets by entering data, using standard functions for calculations, formatting content, and creating charts. Organize data while ensuring accuracy through error-checking and customize sheets with appropriate formatting.

Who is this Course For?
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.

Course 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

Course Duration
17 Hours

Mode of Training
Classroom

Full Fee
$390
(Subject to 9% GST)

Nett Fee
$425.10
(After GST)

Subsidies available: UTAP

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Course Content

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