

## Microsoft Excel: ECDL Standard

This course aims to get you working effectively and independently with spreadsheets in Excel. You will learn how to create and edit spreadsheets, arrange your data, perform arithmetic operations, create charts and prepare spreadsheets for printing.

### 1 Getting started

This session aims to get you started and help you find your way round Excel and the details of your spreadsheets.

#### Aims of this session

To enable you to operate Excel, and tailor it to suit your requirements. Also to introduce the basic features of Excel to enable you to create, edit and save worksheets.

On completing this session you will be able to

- Create a new and open existing workbook
- Adjust basic settings
- Manage worksheets
- Insert, select, copy, move and delete data
- Search and replace
- Save to different file formats
- Use Help

### 2 Rows, columns and formatting

#### Aims of this session

To enable you to define the size and format of spreadsheet cells, and use a range of formatting functions.

On completing this session you will be able to

- Add and delete rows and columns
- Adjust column width and row height
- Hide columns and freeze panes
- Use the formatting options on cells and cell ranges
- Use the Autoformat facility
- Use the preview function and prepare for printing

### 3 Sorting, filtering and validation lists

#### Aims of this session

This session aims to develop an understanding of the sorting, filtering and validation facilities available.

On completing this session you will be able to

- Use the sort function
- Apply filters
- Create a drop-down list of values to populate a cell

### 4 Formulas

#### Aims of this session

To enable you to derive results from your data by applying formulae and to understand how to use the function wizard.

On completing this session you will be able to

- Perform basic arithmetic operations on cells
- Understand relative and absolute cell references
- Create formulas using the function wizard
- Understand error messages

## **5 Objects and Charts**

Aims of this session

To understand the benefits of displaying data in charts and be able to create and format charts.

On completing this session you will be able to

- Select the appropriate chart types
- Create embedded charts and chart sheets
- Format charts
- Save custom chart types