

## Module overview – Advanced Spreadsheets

The Advanced Spreadsheets 3.0 module sets out advanced skills that can be used to produce sophisticated reports, perform complex mathematical and statistical calculations, and improve productivity when using a spreadsheet application.

In a data driven world, understanding how to use a versatile tool like a spreadsheet can be invaluable. Spreadsheet skills are essential in a range of areas, from learning, education and research, to business. The Advanced Spreadsheets module covers topics like displaying data in charts, analysing data using tables and scenarios, validating data, working more productively, and working collaboratively. It is ideal for anyone who needs to know how to go further than simple formulas in spreadsheet tools.

### Module Outline

Category	Skill set
Formatting	<ul style="list-style-type: none"> <li>• Cells</li> <li>• Worksheets</li> </ul>
Formulas and functions	<ul style="list-style-type: none"> <li>• Using formulas and functions</li> </ul>
Charts	<ul style="list-style-type: none"> <li>• Creating charts</li> <li>• Formatting charts</li> </ul>
Analysis	<ul style="list-style-type: none"> <li>• Using tables</li> <li>• Sorting and filtering</li> </ul>

	<ul style="list-style-type: none"> <li>• Scenarios</li> </ul>
Validating and auditing	<ul style="list-style-type: none"> <li>• Validating</li> <li>• Auditing</li> </ul>
Enhancing productivity	<ul style="list-style-type: none"> <li>• Naming cells</li> <li>• Paste special</li> <li>• Linking, embedding and importing</li> <li>• Automation</li> </ul>
Collaborative editing	<ul style="list-style-type: none"> <li>• Reviewing and security</li> </ul>

## What are the benefits of this module?

- Allows users to become more confident, efficient and effective in using a spreadsheet application.
- Proves mastery of the application.
- Enables users to produce better reports with deeper data analysis.
- Improves user's productivity.
- Developed with input from computer users, subject matter experts and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

## Learning outcomes

On completion of this module the candidate will be able to:

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges and macros.
- Use linking, embedding and importing features to integrate data.
- Compare and merge spreadsheets. Apply spreadsheet security features.

## Training Duration

16 hours

## Medium of Instruction

Instructor Led Class

## Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course.