



This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate 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; 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; 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.
- Check and correct spreadsheet content before finally printing spreadsheets.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- Certifies best practice in effective spreadsheets software use.
- 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.

#### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [www.icdlarabia.org/modules](http://www.icdlarabia.org/modules).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> <li>• Working with Spreadsheets</li> <li>• Enhancing Productivity</li> </ul>
Cells	<ul style="list-style-type: none"> <li>• Insert, Select</li> <li>• Edit, Sort</li> <li>• Copy, Move, Delete</li> </ul>
Managing Worksheets	<ul style="list-style-type: none"> <li>• Rows and Columns</li> <li>• Worksheets</li> </ul>
Formulas and Functions	<ul style="list-style-type: none"> <li>• Arithmetic Formulas</li> <li>• Functions</li> </ul>
Formatting	<ul style="list-style-type: none"> <li>• Numbers/Dates</li> <li>• Contents</li> <li>• Alignment, Border Effects</li> </ul>
Charts	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> </ul>
Prepare Outputs	<ul style="list-style-type: none"> <li>• Setup</li> <li>• Check and Print</li> </ul>

