



**ECDL
Foundation**

ECDL Advanced Spreadsheets

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Goals

The following is the Syllabus for *Advanced Spreadsheets*, which provides the basis for the module's practice-based test. The Syllabus for *Advanced Spreadsheets* is over and above the skills and knowledge contained within *ECDL Basic Spreadsheets*. The *Advanced Spreadsheets* Module anticipates that the candidate has already acquired the skills and knowledge outlined in *ECDL Basic Spreadsheets*.

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ECDL ADVANCED SPREADSHEETS

The following is the Syllabus for Advanced Spreadsheets, which provides the basis for the module's practice-based test. The Advanced Spreadsheets Module anticipates that the candidate has already acquired the skills and knowledge outlined in ECDL Basic Spreadsheets.

Module goals

Advanced Spreadsheets -module requires the candidate to use the spreadsheet application to produce advanced spreadsheet outputs.

The candidate shall 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 features.
- 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, macros and templates.
- Use linking, embedding and importing features to integrate data.
- Collaborate on and review spreadsheets. Apply spreadsheet security features.

CATEGORY	SKILL SET	REF.	TASK ITEM
1. Formatting	1.1 Cells	1.1.1	Apply an autofomat/table style to a cell range.
		1.1.2	Apply conditional formatting based on cell content.
		1.1.3	Create and apply custom number formats.
	1.2 Worksheets	1.2.1	Copy, move worksheets between spreadsheets.
		1.2.2	Split a window. Move, remove split bars.
		1.2.3	Hide, show rows, columns, worksheets.
		2. Functions and Formulas	2.1 Using Functions and Formulas
2.1.2	Use mathematical functions: rounddown, roundup, sumif.		
2.1.3	Use statistical functions: countif, countblank, rank.		
2.1.4	Use text functions: left, right, mid, trim, concatenate.		



		2.1.5	Use financial functions: fv, pv, pmt.
		2.1.6	Use lookup functions: vlookup, hlookup.
		2.1.7	Use database functions: dsum, dmin, dmax, dcount, daverage.
		2.1.8	Create a two-level nested function.
		2.1.9	Use a 3-D reference within a sum function.
		2.1.10	Use mixed references in formulas.
3. Charts	3.1 Creating Charts	3.1.1	Create a combined column and line chart.
		3.1.2	Add a secondary axis to a chart.
		3.1.3	Change the chart type for a defined data series.
		3.1.4	Add, delete a data series in a chart.
	3.2 Formatting Charts	3.2.1	Re-position chart title, legend, data labels.
		3.2.2	Change scale of value axis: minimum, maximum number to display, major interval.
		3.2.3	Change display units on value axis without changing data source: hundreds, thousands, millions.
		3.2.4	Format columns, bars, plot area, chart area to display an image.
4. Analysis	4.1 Using Tables	4.1.1	Create, modify a pivot table/datapilot.
		4.1.2	Modify the data source and refresh the pivot table/datapilot.
		4.1.3	Filter, sort data in a pivot table/datapilot.
		4.1.4	Automatically, manually group data in a pivot table/datapilot and rename groups.
		4.1.5	Use one-input, two-input data tables/multiple operations tables.



	<i>4.2 Sorting and Filtering</i>	4.2.1	Sort data by multiple columns at the same time.
		4.2.2	Create a customized list and perform a custom sort.
		4.2.3	Automatically filter a list in place.
		4.2.4	Apply advanced filter options to a list.
		4.2.5	Use automatic sub-totalling features.
		4.2.6	Expand, collapse outline detail levels.
	<i>4.3 Scenarios</i>	4.3.1	Create named scenarios.
		4.3.2	Show, edit, delete scenarios.
		4.3.3	Create a scenario summary report.
5. Validating and Auditing	<i>5.1 Validating</i>	5.1.1	Set, edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time.
		5.1.2	Enter input message and error alert.
	<i>5.2 Auditing</i>	5.2.1	Trace precedent, dependent cells. Identify cells with missing dependents.
		5.2.2	Show all formulas in a worksheet, rather than the resulting values.
		5.2.3	Insert, edit, delete, show, hide comments/notes.
6. Enhancing Productivity	<i>6.1 Naming Cells</i>	6.1.1	Name cell ranges, delete names for cell ranges.
		6.1.2	Use named cell ranges in a function.
	<i>6.2 Paste Special</i>	6.2.1	Use paste special options: add, subtract, multiply, divide.
		6.2.2	Use paste special options: values /numbers, transpose.



	<i>6.3 Templates</i>	6.3.1	Create a spreadsheet based on an existing template.
		6.3.2	Modify a template
	<i>6.4 Linking, Embedding and Importing</i>	6.4.1	Insert, edit, remove a hyperlink.
		6.4.2	Link data within a spreadsheet, between spreadsheets, between applications.
		6.4.3	Update, break a link.
		6.4.4	Import delimited data from a text file.
	<i>6.5 Automation</i>	6.5.1	Record a simple macro like: change page setup, apply a custom number format, apply autoformats to a cell range, insert fields in worksheet header, footer.
		6.5.2	Run a macro.
		6.5.3	Assign a macro to a custom button on a toolbar.
7. Collaborative Editing	<i>7.1 Tracking and Reviewing</i>	7.1.1	Turn on, off track changes. Track changes in a worksheet using a specified display view.
		7.1.2	Accept, reject changes in a worksheet.
		7.1.3	Compare and merge spreadsheets.
	<i>7.2 Security</i>	7.2.1	Add, remove password protection for a spreadsheet: to open, to modify.
		7.2.2	Protect, unprotect cells, worksheet with a password.
		7.2.3	Hide, unhide formulas.