ECDL MODULE
SPREADSHEETS

Spreadsheet Software Level 2
Syllabus Version 6.0

Purpose

This document details the syllabus for the Spreadsheets module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Spreadsheets module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Spreadsheets Module

This module sets out essential concepts and skills relating to understanding the concept of spreadsheets and using a spreadsheet to produce accurate work outputs.

Module Goals

Successful candidates will be able to:

- Work with spreadsheets and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool 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 recognize error values in formulas.
- Format numbers and text content in a spreadsheet and use available autoformat/table styles.
- Choose suitable charts, and create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before printing.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Using the Application	*1.1 Working with Spreadsheets*	1.1.1	Open, close a spreadsheet application. Open, close spreadsheet(s).
		1.1.2	Create a new spreadsheet based on default template, other available template locally or online.
		1.1.3	Save a spreadsheet to a location on a local, online drive. Save a spreadsheet under another name to a location on a local, online drive.
		1.1.4	Save a spreadsheet as another file type like: text file, pdf, csv, software specific file extension.
		1.1.5	Switch between open spreadsheets.
	1.2 Enhancing Productivity	1.2.1	Set basic options/preferences in the application: user name, default folder to open, save spreadsheets.
		1.2.2	Use available help resources.
		1.2.3	Use magnification/zoom tools.
		1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.
		1.2.5	Recognise good practice in navigating within a spreadsheet: use shortcuts, go to tool.
		1.2.6	Use go to tool to navigate to a specific cell.

CATEGORY	SKILL SET	REF.	TASK ITEM
2 Cells	*2.1 Insert, Select*	2.1.1	Understand that a cell in a worksheet should contain only one element of data, for example, quantity in one cell, description in adjacent cell.
		2.1.2	Recognise good practice in creating lists: avoid blank rows and columns in the main body of list, ensure cells bordering list are blank.
		2.1.3	Enter a number, date, text in a cell.
		2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
	2.2 Edit, Sort	2.2.1	Edit cell contents.
		2.2.2	Use the undo, redo command.
		2.2.3	Use a simple search command for specific content in a worksheet.
		2.2.4	Use a simple replace command for specific content in a worksheet.
		2.2.5	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.
	2.3 Copy, Move, Delete	2.3.1	Copy the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		2.3.2	Use the autofill tool/copy handle tool to copy, increment data, formula, function.
		2.3.3	Move the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		2.3.4	Delete cell contents.
3 Managing Worksheets	*3.1 Rows and Columns*	3.1.1	Select a row, range of adjacent rows, range of non-adjacent rows.
		3.1.2	Select a column, range of adjacent columns, range of non-adjacent columns.
		3.1.3	Insert, delete rows and columns.
		3.1.4	Modify column width, row height to a specified value, to optimal width or height.
		3.1.5	Freeze, unfreeze row and/or column titles.
	3.2 Worksheets	3.2.1	Switch between worksheets.
		3.2.2	Insert a new worksheet, delete a worksheet.

CATEGORY	SKILL SET	REF.	TASK ITEM
		3.2.3	Recognise good practice in naming worksheets: use meaningful worksheet names rather than the default names.
		3.2.4	Copy, move a worksheet within a spreadsheet, between spreadsheets. Rename a worksheet.
4 Formulas and Functions	*4.1 Arithmetic Formulas*	4.1.1	Recognise good practice in formula creation: use cell references rather than numbers in formulas.
		4.1.2	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
		4.1.3	Identify and understand standard error values associated with formulas: #NAME?, #DIV/0!, #REF!, #VALUE!.
		4.1.4	Understand and use relative, absolute cell referencing in formulas.
	4.2 Functions	4.2.1	Use sum, average, minimum, maximum, count, counta, round functions.
		4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.
5 Formatting	*5.1 Numbers/Dates*	5.1.1	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.
		5.1.2	Format cells to display date style, currency symbol.
		5.1.3	Format cells to display numbers as percentages.
	5.2 Contents	5.2.1	Apply text formatting to cell contents: font size, font type.
		5.2.2	Apply text formatting to cell contents: bold, italic, underline, double underline.
		5.2.3	Apply different colours to cell contents, cell background.
		5.2.4	Apply an autoformat/table style to a cell range.
		5.2.5	Copy the formatting from a cell, cell range to another cell, cell range.
	5.3 Alignment, Border Effects	5.3.1	Apply, remove text wrapping to contents within a cell, cell range.
		5.3.2	Align cell contents: horizontally, vertically. Adjust orientation of cell contents.
		5.3.3	Merge and centre cell contents in a merged cell. Unmerge cells.

CATEGORY	SKILL SET	REF.	TASK ITEM
		5.3.4	Apply, remove border effects to a cell, cell range: lines, colours.
6 Charts	*6.1 Create*	6.1.1	Understand the uses of different types of chart: column chart, bar chart, line chart, pie chart.
		6.1.2	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.
		6.1.3	Select a chart.
		6.1.4	Change the chart type.
		6.1.5	Move, resize, delete a chart.
	6.2 Edit	6.2.1	Add, remove, edit a chart title.
		6.2.2	Add, remove a chart legend.
		6.2.3	Add, remove data labels in a chart: values/numbers, percentages.
		6.2.4	Change chart area background colour, legend fill colour.
		6.2.5	Change the column, bar, line, pie slice colours in the chart.
		6.2.6	Change font size and colour of chart title, chart axes, chart legend text.
7 Prepare Outputs	*7.1 Setup*	7.1.1	Change worksheet margins: top, bottom, left, right.
		7.1.2	Change worksheet orientation: portrait, landscape. Change paper size.
		7.1.3	Adjust page setup to fit worksheet contents on a specified number of pages.
		7.1.4	Add, edit, delete text in headers, footers in a worksheet.
		7.1.5	Insert, delete fields: page numbering, date, time, file name, worksheet name into headers, footers.
	7.2 Check and Print	7.2.1	Check and correct spreadsheet calculations and text.
		7.2.2	Turn on, off display of gridlines, display of row and column headings for printing purposes.
		7.2.3	Apply automatic title row(s) printing on every page of a printed worksheet.
		7.2.4	Preview a worksheet.

CATEGORY	SKILL SET	REF.	TASK ITEM
		7.2.5	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.