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ES WSQ – 2 Days – Perform Spreadsheets Functions (Ms Excel 2010 – 17 hrs) (ICDL Certification Module 4: Spreadsheets)

Course Duration:	With Funding:	Non-Funded:	Training Method:
17 Hours	(SG/PR with Company sponsored only) Course Fee: S\$32	Course Fee: S\$320	Instructor-led learning

Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 45 minute online assessment at the end of the course.

Pre-requisites Need to possess the knowledge of basic computer knowledge.

Course Objective This module enables candidates to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Candidates will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, and demonstrate competence in creating and formatting graphs or charts.

On completion of this module each 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 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
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

Course Outline

Section 1 - Getting Started

Understand Spreadsheet Principles
Start a Spreadsheet Program
Recognize the Spreadsheet Screen Layout
Use the Ribbon and Quick Access Toolbar
Use Help
Change Preferences
Close a Spreadsheet Program

Section 2 - Open and Close

Workbooks
Open a Workbook
Open Multiple Workbooks
Use Scroll Bars
Close a Workbook

Section 3 - Creating and Saving Workbooks

Start a New Workbook
Enter Text and Numbers
Save a New and Named Workbook
Save Workbooks in Different Formats
Save a Workbook as a Template

Section 4 – Formulas

Enter Basic Formulas
Use AutoSum
Check Formulas
Check Spelling

Section 5 – Workbooks

Use Multiple Worksheets, Workbooks
Switch Between Open Workbooks
Rename Worksheets

Section 5 – Workbooks (Continue)

Copy and Move Between
Worksheets, Workbooks
Insert and Delete Worksheets

Section 6 – Editing

Edit Data in the Formula Bar and Cells
Delete Cell Contents
Use Undo and Redo
Select Ranges of Data
Use the Fill Handle
Erase and Sort Data
Cut, Copy and Paste
Find and Replace Text

Section 7 – Printing

Print a Worksheet and Workbook
Use Print Preview
Change the Page Setup
Add Headers and Footers
Use Print Titles
Display and Print Formulas
Print Specified Areas of a Worksheet

Section 8 – Formatting

Format Numbers, Dates & Percentages
Change Cell Alignment and Rotate Text
Add Borders and Color
Change Row Height and Column Width
Insert and Delete Rows and Columns
Use Freeze & Zoom
Use the Format Painter

Section 9 - Functions & Addressing

Use Paste Function
Use the Functions Sum, Count & Average
Use the Functions Max, Min and IF
Use Relative and Absolute Addressing

Section 10 – Charts

Create a Chart
Select Chart Type
Move, Copy and Resize Charts
Format a Chart
Print Charts
Use Chart Options

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