

**Duration:** 11 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Spreadsheets offer a fast, efficient way to analyse, manage and share information, helping employees to make the right decisions for the business.**

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

The fourth course provides an introduction to spreadsheets and shows users how to develop the skills they need to make the best use of Microsoft Excel, and sit for the relevant part of the ECDL qualification.

## Who is the course for?

**ECDL 4 – Spreadsheets** is ideal for administrators, team leaders, managers, business owners and anyone whose role includes the handling, storage or management of numbers and text.

There are no entry requirements, but basic numeracy skills and the ability to use a computer is expected. Ideally, users will have already completed the first two ECDL courses.

Those interested in working towards the ECDL qualification can buy all seven courses in a single ECDL bundle. This works out nearly £60 cheaper than buying each course separately. The required assessments for the qualification must however be purchased separately from an approved ECDL test centre. To pass the ECDL qualification, tests must be passed for all seven modules.

To get the most from this course access to Microsoft Excel is advised. Those wishing to focus on a particular version of Microsoft Excel may wish to choose from **Excel 2000**, **Excel 2003** or **Excel XP** courses, although these courses do not link to the ECDL qualification.

## What will you get from this course?

When you have completed this course, you will be able to:

- describe what a spreadsheet is
- know why and when to use a spreadsheet
- create, open and move between worksheets
- enter, move and copy data
- change the way your worksheet looks
- create, update and print charts
- organise and print complex data
- share data with other applications
- make calculations using a variety of formulas and functions.

## Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

This course offers a smooth path through Excel's key functions and features. A diagnostic test at the beginning of each chapter will highlight areas where this course will help to improve your knowledge.

Real-life scenarios and interactive activities make learning relevant and enjoyable. Each module includes exercises to help consolidate your learning and check that you're ready to move on.

The course finishes with an interactive spreadsheet project which you can complete in your own time. The project is based on realistic situations and gives you the opportunity to try out your new skills.

## Course modules

- Creating a Simple Spreadsheet
- Changing the Look of Data
- Creating Simple Charts
- Manipulating Worksheets
- More About Charts
- Sharing Data
- Editing and Organising Data
- Creating Basic Formulas
- More Data Formatting
- More About Functions
- Working with Large Amounts of Data

## Does the course lead to a formal qualification?

This course, in conjunction with the six other courses featured in the ECDL Skills Suite, can be used to work towards the ECDL qualification. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

### Other courses you might be interested in

ECDL 1 – Concepts of IT  
ECDL 2 – Using Your Computer  
ECDL 3 – Word Processing  
ECDL 5 – Databases  
ECDL 6 – Presentations

ECDL 7 – Electronic Communication  
Keyboard A-Z (KAZ)  
IT Applications  
Analysing Information  
Using Information for Decisions

**Course code:** 104080BT004

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press. <insert item code>

**Our  
future.  
It's in  
our hands.**

