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This training guide has been written specifically for the ECDL unit Advanced Spreadsheet Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft Excel 2016 using a simple, step-by-step approach., You will learn how to use a range of advanced spreadsheet software tools and techniques to produce complex spreadsheets.

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Advanced Spreadsheets This module sets out advanced skills that can be used to produce sophisticated reports, to perform complex mathematical and statistical calculations, and to improve productivity using a spreadsheet application. Module Goals Successful candidates will be able to: Apply advanced formatting options such as conditional formatting and customised

ECDL MODULE ADVANCED SPREADSHEETS

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.

ECDL Base - Spreadsheets

ECDL Advanced allows learners to develop their existing skills and expertise to support workplace demands. Database software (Level 3) Presentation software (Level 3) Spreadsheet software (Level 3) Word processing software (Level 3) Evidence record sheet. Improving productivity using IT (Level 3)

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