

A Level IT (9626)

Spreadsheets

Course outline:

- Explain the purpose of cells, rows, columns, ranges, worksheets and multiple worksheets in a single data file
- Insert a row and a column, delete a row and a column, resize a row and a column, hide a row and a column
- Manipulate cells and their content (including: date and time functions; extracting numeric values from strings, concatenating cell content, protecting cells, rows, columns, worksheets and multiple worksheets in a single data file)
- Adjust cell, row and column width and height
- Format cells (including: date, time, text, numeric, currency, percentage, fractions, text orientation, alignment, conditional formatting)
- Format cell emphasis (including: colour, shading, merge, borders, comments)
- Format page (including: page setup, fit to page, margins, header, footer)
- Explain the difference between a formula and a function
- Use formulae (including: add, subtract, multiply, divide, indices)
- Use absolute reference, relative reference, nested formulae, named cells, named ranges
- Explain why absolute and relative referencing are used
- Use functions (including: sum, average, minimum, maximum, integer, rounding, counting, IF, nested IF, lookup (including: vertical, horizontal), conditional formulae to include counting, sum, average)
- Use validation rules
- Test validation applied to a spreadsheet
- Test a spreadsheet model and evaluate the effectiveness of test plans for a spreadsheet model
- Verify and validate data entry
- Extract data
- Search using: text, numeric, date, time, Boolean operators (AND, OR, NOT), ., ,, =, .=, ,=, contains, starts with, ends with
- Sort data (including: ascending, descending) on multiple columns
- Import and export data (including: .csv, .txt, .rtf, graphs and charts)

- Analyze and select the most appropriate type of graph or chart (including: bar chart, pie chart, line graph, comparative bar chart, comparative line graph)
 - Create a graph or chart (including: appropriate data series, from contiguous data, from non-contiguous data, specified range(s))
 - Label a graph or chart (including: title, legend, segment labels, segment values, percentages, category axis labels, series labels, value axis labels, scales, set axis scale maximum, set axis scale minimum)
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