

Goals and Objectives

Goals

- a. Enable the user to pass advanced ECDL
- b. To familiarise the user with the more advanced ECDL features including functions, charting and databases

Objectives

After completing this course the user will be able to:

1. use:
 - a. Date and Time Functions;
TODAY DAY MONTH YEAR
 - b. Mathematical and Statistical Functions;
SUMIF ROUND COUNT COUNTA COUNTIF
 - c. Text Functions;
PROPER UPPER LOWER CONCATENATE
 - d. Financial Functions;
FV NPV PMT PV RATE
 - e. Lookup Functions;
VLOOKUP HLOOKUP
 - f. Logical Functions;
IF
 - g. Nested Functions;
AND OR with IF
2. use Excel as a database;
3. use advanced filters with lists;
4. use functions with filtered lists such as DSUM DCOUNT DMAX DMIN;
5. name cells;
6. apply conditioning formatting to cells;
7. apply an autofilter to a table;
8. hide rows columns or worksheets;
9. create cell formats;
10. import text files into Excel;
11. use the sub totalling feature with lists;
12. work with one-input and two input data tables;

13. protect and secure a spreadsheet or cells within a spreadsheet;
14. link data and charts between worksheets and workbooks;
15. link Excel charts/data to a MS Word document;
16. create templates;
17. create and format charts, including formatting the charts as well as any labels or axes;
18. create and pivot table;
19. create scenarios;
20. use the auditing facility;
21. add validation to a spreadsheet;
22. create a macro;
23. freeze or split windows;
24. track changes in an Excel document;
25. compare and merge spreadsheets.

All of the above will be done using Microsoft Excel.

