

ECCC SYLLABUS

MODULE: **IT M3 SPREADSHEET CALCULATIONS**

LEVEL: **BASIC (A)**

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Managing the sheet data	1.1. Entering and editing various types of data and formulas. 1.2. Quick data entering methods (data series). 1.3. Deleting, moving and copying cells (continuous and noncontinuous areas, columns, rows). 1.4. Creating simple charts.
2. Data analysis	2.1. Creating simple formulas using arithmetic operators. 2.2. Using the basic functions (mathematical, statistical, logical and search).
3. Formatting data and contents	3.1. Formatting cell values. 3.2. Formatting cell appearance. 3.3. Using format copy. 3.4. Blocking cells and rows. 3.5. Creating headers and footers.
4. Managing workbook data	4.1. Creating, opening and saving workbooks. 4.2. Adding and removing sheets. 4.3. Naming sheets and changing their position in a workbook. 4.4. Printing sheets.