ECCC SYLLABUS

MODULE: **IT M3** SPREADSHEET CALCULATIONS
LEVEL: INTERMEDIATE **(B)**

The exam covers all the material taught at basic level **(A)** together with the skills listed below.

COMPETENCE GROPUP	COMPETENCE WITHIN ECCC STANDRADS
1. Managing the sheet data	1.1. Search and replace commands.
	1.2. Review and Spelling check.
	1.3. Adding graphic objects.
	1.4. Adding and editing comments.
2. Data analysis	2.1. Cell referencing types (absolute, relative and mixed cell references).
	2.2. Descriptive names for cell references and ranges.
	2.3. Copying formulas.
	2.4. Using conditional functions.
	2.5. Data, time and text manipulation.
	2.6. Formulas referencing multiple worksheets.
	2.7. Tracing the relationships between formulas.
3. Formatting data and contents	3.1. Applying formatting to charts and graphical elements.
	3.2. Viewing multiple worksheets at the same time.
	3.3. Printing settings, page section breaks.
4. Data management in workbooks	4.1. Grouping sheets.
	4.2. Organizing data in sheets (chart sorting and filtering).
	4.3. Data grouping and creating a summary report.
	4.4. Templates.
	4.5. Worksheet and workbook password protection.
	4.6. Moving sheets between workbooks.
	4.7. Collaboration between workbooks.