

ECCC SYLLABUS

MODULE: **IT M3 SPREADSHEET CALCULATIONS**

LEVEL: **ADVANCED (C)**

The exam covers all the material taught at intermediate level **(B)** together with the skills enumerated below.

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Managing the sheet data	1.1. Advanced chart features. 1.2. Locking graphics and comments. 1.3. Defining and types of data validation.
2. Data analysis	2.1. Array formulas. 2.2. Variable data tables (one and two-variable data tables). 2.3. Advanced data filtering. 2.4. Using database functions. 2.5. Creating and manipulating pivot tables.
3. Formatting data and contents	3.1. Creating custom number formats. 3.2. Customizing the view (dividing, locking and unlocking cells). 3.3. Tracking changes in a sheet.
4. Data management in workbooks	4.1. Hiding and displaying a hidden worksheet. 4.2. Linking data from several workbooks. 4.3. Working with XML data in a worksheet. 4.4. Exchanging data with other programmes/file types (object linking and embedding, data transfer). 4.5. Exporting Excel sheets to a web page (publishing sheets on a web page, inserting hyperlinks).
5. Environment Setup	5.1. Customizing an environment to meet your needs (environment, toolbars and menu restoring options). 5.2. Modifying application default properties.