

## Module 4 – Spreadsheets

The following is the Syllabus for Module 4, *Spreadsheets*, which provides the basis for the practice-based test in this module domain.

### Module Goals

**Module 4 Spreadsheets** requires the candidate to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application on a computer. The candidate shall understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet<sup>8</sup> of limited scope ready for distribution. He or she shall also be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The candidate shall demonstrate competence in creating and formatting graphs/charts.

CATEGORY	SKILL SET	REF.	TASK ITEM
4.1 Using the Application	4.1.1 <i>First Steps with Spreadsheets</i>	4.1.1.1	Open (and close) a spreadsheet application.
		4.1.1.2	Open one, several spreadsheets.
		4.1.1.3	Create a new spreadsheet (default template).
		4.1.1.4	Save a spreadsheet to a location on a drive.
		4.1.1.5	Save a spreadsheet under another name.
		4.1.1.6	Save a spreadsheet in another file type such as: text file, HTML, template, software specific file extension, version number.
		4.1.1.7	Switch between worksheets, open spreadsheets.
		4.1.1.8	Use available Help functions.
		4.1.1.9	Close a spreadsheet.
	4.1.2 <i>Adjust Settings</i>	4.1.2.1	Use magnification/zoom tools.
		4.1.2.2	Display, hide built-in toolbars.
		4.1.2.3	Freeze, unfreeze row and/or column titles.
		4.1.2.4	Modify basic options/preferences in the application: user name, default directory/ folder to open, save spreadsheets.
		4.2 Cells	4.2.1 <i>Insert Data</i>
	4.2.2 <i>Select Cells</i>	4.2.2.1	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
		4.2.2.2	Select a row, range of adjacent rows, range of non-adjacent rows.
		4.2.2.3	Select a column, range of adjacent columns, range of non-adjacent columns.

<sup>8</sup> The term spreadsheet is used to denote a spreadsheet file with multiple sheet functionality. The term worksheet is used to denote a single sheet in a spreadsheet file.

CATEGORY	SKILL SET	REF.	TASK ITEM
	4.2.3 Rows and Columns	4.2.3.1	Insert rows, columns in a worksheet.
		4.2.3.2	Delete rows, columns in a worksheet.
		4.2.3.3	Modify column widths, row heights.
	4.2.4 Edit Data	4.2.4.1	Insert additional cell content, replace existing cell content.
		4.2.4.2	Use the undo, redo command.
	4.2.5 Duplicate, Move, Delete	4.2.5.1	Duplicate <sup>9</sup> the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		4.2.5.2	Use the autofill tool/copy handle tool to copy, increment data entries.
		4.2.5.3	Move <sup>10</sup> the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.
		4.2.5.4	Delete cell contents.
	4.2.6 Search and Replace	4.2.6.1	Use the search command for specific content in a worksheet.
		4.2.6.2	Use the replace command for specific content in a worksheet.
	4.2.7 Sort Data	4.2.7.1	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.
<b>4.3 Worksheets</b>	4.3.1 Handling Worksheets	4.3.1.1	Insert a new worksheet.
		4.3.1.2	Rename a worksheet.
		4.3.1.3	Delete a worksheet.
		4.3.1.4	Duplicate a worksheet within a spreadsheet, between open spreadsheets.
		4.3.1.5	Move a worksheet within a spreadsheet, between open spreadsheets.
<b>4.4 Formulas and Functions</b>	4.4.1 Arithmetic Formulas	4.4.1.1	Generate formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
		4.4.1.2	Recognize and understand standard error values associated with using formulas.
	4.4.2 Cell Referencing	4.4.2.1	Understand and use relative, mixed, absolute cell referencing in formulas.

<sup>9</sup> Within the Syllabus the word 'duplicate' is used to denote duplication using copy and paste tools or methods.

<sup>10</sup> Within the Syllabus the word 'move' is used to denote moving using cut and paste tools or methods.

CATEGORY	SKILL SET	REF.	TASK ITEM
	4.4.3 <i>Working with Functions</i>	4.4.3.1	Generate formulas using sum, average, minimum, maximum, count, functions.
		4.4.3.2	Generate formulas using the logical function if (yielding one of two specific values).
<b>4.5 Formatting</b>	4.5.1 <i>Numbers/Dates</i>	4.5.1.1	Format cells to display numbers to a specific number of decimal places, to display numbers with, without commas to indicate thousands.
		4.5.1.2	Format cells to display a date style.
		4.5.1.3	Format cells to display a currency symbol.
		4.5.1.4	Format cells to display numbers as percentages.
	4.5.2 <i>Contents</i>	4.5.2.1	Change cell content appearance: font sizes, font types.
		4.5.2.2	Apply formatting to cell contents such as: bold, italic, underline, double underline.
		4.5.2.3	Apply different colours to cell content, cell background.
		4.5.2.4	Copy the formatting from a cell, cell range to another cell, cell range.
		4.5.2.5	Apply text wrapping to contents within a cell.
	4.5.3 <i>Alignment, Border Effects</i>	4.5.3.1	Align contents in a cell, cell range: left, centre, right, top, bottom.
		4.5.3.2	Centre a title over a cell range.
		4.5.3.3	Adjust cell content orientation.
		4.5.3.4	Add border effects to a cell, cell range.
<b>4.6 Charts/ Graphs</b>	4.6.1 <i>Using Charts/Graphs</i>	4.6.1.1	Create different types of charts/graphs from spreadsheet data: column chart, bar chart, line chart, pie chart.
		4.6.1.2	Add a title, label to the chart/graph. Remove a title, label from the chart/graph.
		4.6.1.3	Change the background colour in a chart/graph.
		4.6.1.4	Change the column, bar, line, pie slice colours in the chart/graph.
		4.6.1.5	Change the chart/graph type.
		4.6.1.6	Duplicate, move charts/graphs within a worksheet, between open spreadsheets.
		4.6.1.7	Resize, delete charts/graphs.

CATEGORY	SKILL SET	REF.	TASK ITEM
4.7 Prepare Outputs	4.7.1 Worksheet Setup	4.7.1.1	Change worksheet margins: top, bottom, left, right.
		4.7.1.2	Change worksheet orientation: portrait, landscape. Change paper size.
		4.7.1.3	Adjust page setup to fit worksheet contents on one page, on a specific number of pages.
		4.7.1.4	Add, modify text in Headers, Footers in a worksheet.
		4.7.1.5	Insert fields: page numbering information, date, time, file name, worksheet name into Headers, Footers.
	4.7.2 Preparation	4.7.2.1	Understand the importance of checking spreadsheet calculations and text before distribution.
		4.7.2.2	Preview a worksheet.
		4.7.2.3	Turn on, off display of gridlines, display of row and column headings for printing purposes.
		4.7.2.4	Apply automatic title row(s) printing on every page of a printed worksheet.
	4.7.3 Printing	4.7.3.1	Print a cell range from a worksheet <sup>11</sup> an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.

<sup>11</sup> Print to file functionality, while not included as a formal Syllabus task item, may be required as part of training and preparation for candidates where some printing constraints exist at a Test Centre  
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