

SYLLABUS

INTERMEDIATE



Excel spreadsheets
(Microsoft Excel)



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Excel spreadsheets (Microsoft Excel)

1. Basic Operations and Application Interface.

a. **Managing workbooks.**

- a1. Managing workbooks.
- a2. Create, open, close, save workbooks.
- a3. Save a workbook in a different type or in different location or with a different name.
- a4. Switch between open workbooks.

b. **Managing worksheets.**

- b1. Switch to different worksheets to one or more open workbooks.
- b2. Insert a worksheet.
- b3. Delete a worksheet.
- b4. Rename a worksheet.
- b5. Copy, move a worksheet in the same or different workbook.

c. **Working environment of the application.**

- c1. Showing and hiding Ribbon.
- c2. Go to a particular cell or range of a worksheet.
- c3. Adjust zoom.
- c4. Freeze/Unfreeze panes in a worksheet.
- c5. Knowledge of how to configure basic options of the application: specify a default folder for opening-saving documents, username.
- c6. Use of available help functions.

2. Data Processing.

a. **Insert/edit data in the worksheet**

- a1. Insert text, numbers, dates in cells.
- a2. Insert additional data in a cell, cell content correction.
- a3. Clear cell content.
- a4. Automatically fill data into cells.
- a5. Use "find and replace" in a worksheet.
- a6. Sorting in an ascending, descending way the contents of a range of cells
- a7. Use the Undo/Redo.

b. **Cell Management.**

- b1. Move, copy, cell contents to the same or different worksheet.
- b2. Insert, delete cell, range of cells, rows, columns.

3. Formatting Data.

a. **Worksheet Formatting**

- a1. Selection of cell, range of cells, rows, columns, all cells on the worksheet.
- a2. Modify row height, column width, auto fit to data.

b. **Formatting Cells.**

- b1. Formatting cells that contain numeric data: percentage, decimal places, thousands separator, currency.
- b2. Formatting cells that contain date data.
- b3. Selecting font and font size.
- b4. Apply Bold, italic, underlined styles.
- b5. Modify font colour.
- b6. Wrap cell content.
- b7. Alignment, centering, orientating cell content.

- b8. Title centering in a range of cells.
- b9. Changing the orientation of cell content.
- b10. Cell Border and shading.
- b11. Copy formatting between cells.

4. Types and Functions.

a. **References to cells.**

- a1. Use relative and absolute cell reference in types and functions.

b. **Types of calculation that do not call functions.**

- b1. Create types using numeric data, arithmetical calculations, and addition, subtraction, multiplication, division.
- b2. Create calculation type using cell references.

c. **Types of calculation that use functions.**

- c1. Create types with the use of functions that calculate sum, average, maximum, minimum, number measurement/ item counting.
- c2. Create a type (decision making) using a logical function.

5. Charts.

a. **Create Charts.**

- a1. Create Chart using data from worksheet.
- a2. Select/Modify chart type : pie, bar, column, line.

b. **Format/Modify chart.**

- b1. Move, copy, delete, resize chart.
- b2. Add title or label to charts.
- b3. Modify bar colour, column, line, pie segment.
- b4. Modify background colour

6. Print.

a. **Worksheet print setup.**

- a1. Page margins on a worksheet
- a2. Page orientation.
- a3. Resize page
- a4. Customise header, footer.
- a5. Show, hide gridlines.
- a6. Show, hide row and columns headings.
- a7. Print Titles / Rows to repeat at top.
- a8. Adjust Print Area by width and height.

b. **Print.**

- b1. Print Preview
- b2. Use of print options: number of copies, specific range area, selected chart, select installed printer.
- b3. Print to an installed printer.