

# **SYLLABUS**

## **MASTER IN OFFICE**



### **Spreadsheets**

#### **(Microsoft Excel)**



**GLOBALCERT**

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

## Spreadsheets (Microsoft Excel)

### CHAPTER 1

#### Advanced Editing Techniques

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Section 1     **Advanced Editing Techniques**

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Using Names  
Conditional formatting  
Automatic Formatting  
Using Custom Number Formats  
Import a text file into a worksheet  
Paste Special options

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Section 2     **Views and Outline**

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Hide and unhide rows/columns  
Show or hide a workbook/worksheet  
Working with large sheets  
Group and outline data  
Expand/Collapse outlined data  
Subtotals  
Insert subtotals  
Using a two-variable input table

### CHAPTER 2

#### Advanced Data Handling Techniques

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Section 1     **Sorting and Filtering**

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Sorting Data  
Filtering Data

Section 2     **Link Data**

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Link Data or chart in the same or different sheet work

Link Data or a chart in different workbooks

Link Data or chart in a word processing document

Insert Word table

Edit Links

Sum data contiguous worksheets (3-d)

**CHAPTER 3**

**Working with Functions**

Section 1     **Working with Functions**

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Functions

Insert function

Mathematical Functions

Statistical Functions

Date and time functions

Text Functions

Logical Functions

Database Functions

Financial Functions

Lookup and reference functions

## CHAPTER 4

### Graphs and Charts

Section 1 **Graphs and Charts**

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Modify Data Series  
Pie Chart  
Grouping smaller parts of pie chart  
Column and bar chart  
Special settings for column and bar charts 2-d  
Data labels in a chart  
Move title/legend/data labels

## CHAPTER 5

### Advanced Data Analysis Techniques

Section 1 **Pivot tables**

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Pivot tables  
Preparing Data  
Create a PivotTable report  
Modify/Update data source  
Grouping data based on specific criteria  
Formatting a PivotTable report  
Delete a PivotTable  
Create your own Pivot table type

Section 2 **Scenarios and Variants**

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Create a scenario summary report  
Merge scenarios from another worksheet goal seeking  
Create a scenario summary report

Section 3     **Check**

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Working with comments  
Detection of cells on a worksheet  
Show all types  
Replace a type with its result

## CHAPTER 6

### Working with Macros

Section 1     **Working with Macros**

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Macros  
Create a Macro  
Assign macro to toolbar  
Run macro  
Delete a macro

## CHAPTER 7

### Completing the Editing of the spreadsheet

Section 1     **Safety and File Protection**

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Safety and protect workbook  
Save a workbook as read-only  
Protecting worksheets and workbooks

Section 2     **Templates workbooks**

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Creating a new template  
Edit template

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