ECDL / ICDL Spreadsheets
Level 1
Syllabus Version 1.0 (UK)

Purpose

This document details the syllabus for *ECDL / ICDL Spreadsheets at Level 1*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Spreadsheets at Level 1* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Mapping to the IT User Qualifications (ITQ)

This syllabus, for use in the United Kingdom, maps to the ITQ unit "Spreadsheet Software" at Level 1.

ECDL / ICDL Spreadsheets Level 1

The following is the Syllabus for ECDL / ICDL Spreadsheets Level 1, which provides the basis for the practice-based test in this module.

Module Goals

Successful candidates will be able to:

- Identify how to input different types of information into spreadsheets efficiently.
- Create, retrieve and store spreadsheets.
- Enter and edit data.
- Analyse and interpret data by using lists, tables, functions and formulas.
- Present information clearly through formatting, charts and page layout.
- Check content and layout, previewing, before finally printing spreadsheets.

CATEGORY	SKILL SET	REF.	TASK ITEM
SS1.1 Introduction to Spreadsheets	*SS1.1.1 Spreadsheet Data and Structure*	SS1.1.1.1	Know the types of data that are needed in spreadsheet files: numbers, graphs or charts, text, images
		SS1.1.1.2	Understand spreadsheet components and their layout: cells, rows, columns, tabs, pages, graphs or charts
	SS1.1.2 Input Methods	SS1.1.2.1	Be aware of available input methods: keyboard, voice recognition, touch screen, stylus.
		SS1.1.2.2	Be able to use an input method, to enter data accurately and efficiently into a spreadsheet.
SS1.2 Storage and Retrieval of Files	*SS1.2.1 Create Spreadsheets*	SS1.2.1.1	Open and close a spreadsheet application.
		SS1.2.1.2	Create a new spreadsheet file
	SS1.2.2 Retrieve Spreadsheets	SS1.2.2.1	Find and open a previously saved spreadsheet file.
	SS1.2.3 Store Spreadsheets	SS1.2.3.1	Be aware of any local guidelines and conventions you should observe when naming and storing spreadsheet files.

CATEGORY	SKILL SET	REF.	TASK ITEM
		SS1.2.3.2	Name and save a new spreadsheet file to a location on a drive.
		SS1.2.3.3	Save a spreadsheet as a different file or to a different location on a drive.
		SS1.2.3.4	Close a spreadsheet file.
SS1.3 Document Editing	*SS1.3.1 Enter and Insert Data*	SS1.3.1.1	Understand that a cell in a worksheet should contain only one element of data (for example, first name detail in one cell, last name detail in adjacent cell).
		SS1.3.1.2	Insert information into single cells: numbers, text.
		SS1.3.1.3	Enter an image into an existing spreadsheet.
	SS1.3.2 Edit Data	SS1.3.2.1	Select a cell, range of adjacent cells.
		SS1.3.2.2	Delete cell contents.
		SS1.3.2.3	Edit cell contents.
		SS1.3.2.4	Undo, redo the last action in a spreadsheet.
		SS1.3.2.5	Copy data from one cell to another within a spreadsheet.
		SS1.3.2.6	Move data from one cell to another within a spreadsheet.
		SS1.3.2.7	Use the find command to locate data within a spreadsheet.
		SS1.3.2.8	Use a simple replace command for specific data within a spreadsheet.
		SS1.3.2.9	Add, delete rows and columns in a spreadsheet.

CATEGORY	SKILL SET	REF.	TASK ITEM
SS1.4 Analysis and Interpretation of Data	*SS1.4.1 Summarise and Display Information*	SS1.4.1.1	Understand the tools and techniques available to summarise and display information: totals and summary information, sorting and display order, lists and tables, graphs and charts.
		SS1.4.1.2	Be aware that you should judge when and how to use the available tools and techniques effectively to display the required information.
		SS1.4.1.3	Recognise good practice in creating lists or tables in a spreadsheet: avoid blank rows and columns in the main body of the list or table, insert blank row before Total row, ensure cells bordering list or table are blank.
		SS1.4.1.4	Create a list or table in a spreadsheet.
		SS1.4.1.5	Sort a list or table by one criterion in ascending, descending alphabetic, numeric order.
	SS1.4.2 Functions and Formulas	SS1.4.2.1	Be aware of the need to ensure that any formulas and functions used are designed to meet calculation requirements: use cell references rather than type numbers into formulas, use of parentheses to determine order of calculation.
		SS1.4.2.2	Create simple arithmetic formulas in a spreadsheet: add, subtract, multiply, divide.
		SS1.4.2.3	Use common functions in a spreadsheet: sum, average, round.
SS1.5 Presenting Spreadsheet Information	*SS1.5.1 Formatting Cells, Rows and Columns*	SS1.5.1.1	Format cells to display numbers with a currency sign, as percentages.
		SS1.5.1.2	Format cells to display numbers to a specific number of decimal places.

CATEGORY	SKILL SET	REF.	TASK ITEM
		SS1.5.1.3	Format cells to display numbers with or without a thousands separator.
		SS1.5.1.4	Add borders and shading to selected cells, rows, columns.
		SS1.5.1.5	Change cell alignment: left, centre, right, top, middle, bottom.
		SS1.5.1.6	Change cell formatting: font style, font size.
		SS1.5.1.7	Adjust row height, column width.
	SS1.5.2 Creating and Editing Charts	SS1.5.2.1	Be able to identify appropriate graph or chart types to display required information effectively.
		SS1.5.2.2	Create different type of graphs or charts from spreadsheet data: pie, bar, single line.
		SS1.5.2.3	Select a chart.
		SS1.5.2.4	Add, remove a title from a graph or chart.
		SS1.5.2.5	Add, remove axis titles from a graph or chart.
		SS1.5.2.6	Add, remove a legend from a chart.
	SS1.5.3 Page Layout	SS1.5.3.1	Change the paper size for a spreadsheet.
		SS1.5.3.2	Amend orientation for a spreadsheet: portrait, landscape.
		SS1.5.3.3	Adjust margins for a spreadsheet: top, bottom, left, right, header, footer.
		SS1.5.3.4	Apply automatic page numbering, date and time to the header or footer of a spreadsheet.

CATEGORY	SKILL SET	REF.	TASK ITEM
SS1.6 Check and Print	*SS1.6.1 Check Documents*	SS1.6.1.1	Understand the importance of checking the accuracy of spreadsheet information, to ensure the spreadsheet meets the user's needs: accuracy of numbers, formulas and any text, accuracy of results, suitability of charts and graphs.
		SS1.6.1.2	Use built-in spell check for a spreadsheet and make changes: spelling, repeated words.
		SS1.6.1.3	Preview a spreadsheet.
	SS1.6.2 Printing	SS1.6.2.1	Print a spreadsheet to an installed printer, using default settings.