

ECDL – Spreadsheets

Course length: 11 hours*

Course Code: 104080BT004

This course shows you how to use spreadsheets to record, organise and analyse business data.

It can help you to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

This course is a perfect introduction to spreadsheets. It will help you to understand how spreadsheets can help you make better decisions and gives you all the skills you need to create a spreadsheet yourself and then analyse and share your data.

You'll see how to create a spreadsheet from scratch and learn how to edit and organise your data. You'll be shown how to use charts and graphs to illustrate key points and ways to use formulas to crunch the numbers for you.

Benefits for the Business

More and more businesses are relying on spreadsheets to help them access, process, analyse, share and display vital information.

This course will give your managers the skills they need to create and maintain an accurate, up to date spreadsheet – so that your business can make more informed decisions based on reliable fact.

What You Get From This Course

Having completed this course, you will be able to:

- Create, open and save a workbook
- Add, move, copy and format data
- Use a range of formulas and functions to make worksheet calculations
- Create and format pie, bar, column and line charts
- Format and print data in a worksheet
- Share data

What Does the Course Cover?

- Creating a simple spreadsheet
- Editing and organising data
- Changing the look of data
- Creating basic formulas
- Creating simple charts
- More data formatting
- Manipulating worksheets
- More about functions
- More about charts
- Working with large amounts of data
- Sharing data

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

*Courses are accessible for six months from the date of purchase.