

Ecdl Advanced Spreadsheet Software Using Excel 2016 Bcs Itq Level 3

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Advanced Spreadsheets This module sets out advanced skills that can be used to produce sophisticated reports, to perform complex mathematical and statistical calculations, and to improve productivity using a spreadsheet application. Module Goals Successful candidates will be able to: Apply advanced formatting options such as conditional formatting and customised

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This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs. On completion of this module the candidate will be able to: Work with spreadsheets and save them in different file formats.

~~ECDL Base - Spreadsheets~~

ECDL Advanced allows learners to develop their existing skills and expertise to support workplace demands. Database software (Level 3) Presentation software (Level 3) Spreadsheet software (Level 3) Word processing software (Level 3) Evidence record sheet. Improving productivity using IT (Level 3)

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An optional unit of iTQ Level 2, which attempts to teach the skills required to use spreadsheet software effectively to produce complex spreadsheets.

Covers the information students need to pass the Advanced ECDL AM4 Spreadsheets qualification using Microsoft Office 2003.

"The ECDL Advanced" series is about helping people to take full advantage of the broad capabilities of different applications. On completion of the programme, candidates will be certified as experts in the use of these applications.

Provides an invaluable step-by-step guide to Advanced ECDL Word Processing, with numerous screenshots showing exactly what should appear on the screen at each stage. Exercises have been designed so that you don't need to load documents from CD or the Internet -- you create the documents as you go along. The latest version of Microsoft Office (2003) is used throughout.

Covering various aspects of the ECDL/ICDL Advanced AM4 syllabus, this step-by-step, exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test. Useful data files are available to download, which allows the practise of different software features. It is approved by the ECDL Foundation.

As well as comprehensively covering the ECDL/ICDL Advanced AM4 syllabus, this manual is useful for those wishing to increase their spreadsheet knowledge. Designed to gradually build up your knowledge the syllabus includes advanced Functions, Scenarios and Pivot Tables. Data files are supplied on CD which allow you to practise the different features. Approved by the ECDL Foundation.

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