

ECDL Advanced Module 4
Spreadsheets (AM4)
Syllabus Version 1.5
(UK Only)

Introduction

This document sets out the syllabus for ECDL Advanced Module 4, Spreadsheets (AM4), Version 1.5. Version 1.5 contains minor updates to certain aspects of the syllabus in order to align it more closely with the National Occupational Standards (NOS) for IT Users. These updates are specific to the UK. All amendments are highlighted in yellow in order that they can be easily identified.

The ECDL Advanced Module 4, Spreadsheets (AM4), Version 1.5 syllabus provides the basis for the practice-based test in this module domain. The syllabus for the ECDL Advanced Module 4, Spreadsheets (AM4) is over and above the knowledge areas contained within the ECDL Module 4, Spreadsheets, Version 4.5 syllabus.

Module Goals

ECDL Advanced Module 4, Spreadsheets (AM4), requires the candidate to use the spreadsheet application to produce what are deemed to be advanced spreadsheet outputs. The candidate shall be able to operate effectively at more than a basic level of competence and be able to edit and enhance numeric, text and graphical data and to sort, query and link data. The candidate shall be able to carry out advanced formatting and presentation operations on charts and graphs. The candidate shall be able to use functions such as those associated with logical, statistical or mathematical operations. The candidate shall be able to use available analysis and audit tools and to run and record simple macros.

Category	Skill Set	Ref.	Task Item
AM4.1 Document Management	AM4.1.1 Data Editing	AM4.1.1.1	Name cell range(s) in a worksheet.
		AM4.1.1.2	Apply automatic formatting to a cell range.
		AM4.1.1.3	Create custom number formats.
		AM4.1.1.4	Use conditional formatting options.
		AM4.1.1.5	Use paste special options.
	AM4.1.2 Display	AM4.1.1.6	Import/Export data in different formats (e.g. csv, txt, xml) to a specified location on a drive.
		AM4.1.2.1	Understand some important planning and design concepts when considering how to produce information that communicates effectively, by structuring the content to take account of different contexts and audience needs.
		AM4.1.2.2	Understand how to produce spreadsheets that are technically complex in terms of content and analysis, as well as the understanding, skills and techniques needed to produce them.
		AM4.1.2.3	Understand how referencing can improve efficiency (e.g. using hyperlinks naming of cells and ranges).
		AM4.1.2.4	Understand what methods can be used to analyse complex data, such as to compare related totals or predict trends.
		AM4.1.2.5	Freeze row and /or column titles.
		AM4.1.2.6	Hide / unhide rows or columns.
		AM4.1.2.7	Hide / unhide worksheets.
		AM4.1.2.8	Use sub-totalling features.
		AM4.1.2.9	Use one-input or two-input Data tables / What-if tables.
	AM4.1.3 Protection	AM4.1.3.1	Protect / unprotect a worksheet with a password.
AM4.1.3.2		Protect / unprotect designated cells in a worksheet with a password.	
AM4.1.4 Security	AM4.1.4.1	Add password protection to a spreadsheet.	
	AM4.1.4.2	Remove password protection from a spreadsheet.	

Category	Skill Set	Ref.	Task Item
AM4.2 Data Handling	<i>AM4.2.1 Sorting</i>	AM4.2.1.1	Sort data by multiple columns.
		AM4.2.1.2	Perform custom sorts.
	<i>AM4.2.2 Querying / Filtering</i>	AM4.2.2.1	Create a single or multiple criteria query using available options.
		AM4.2.2.2	Use advanced query / filter options.
		AM4.2.3.1	Link data / chart within a worksheet.
	<i>AM4.2.3 Linking</i>	AM4.2.3.2	Link data / chart between worksheets.
		AM4.2.3.3	Link data / chart between spreadsheets (e.g. combine & merge; using shared workbooks).
		AM4.2.3.4	Link data / chart into a word processing document.
		AM4.2.3.5	Consolidate data in adjacent worksheets using a 3D sum function.
	<i>AM4.2.4 Templates</i>	AM4.2.4.1	Use a template.
		AM4.2.4.2	Edit a template.
	<i>AM4.2.5 Charts & Graphs</i>	AM4.2.5.1	Change angle of pie chart slices.
		AM4.2.5.2	Format chart axes numbers or text.
		AM4.2.5.3	Re-position title, legend, or data labels in a chart.
		AM4.2.5.4	'Explode' all the segments in a pie chart.
		AM4.2.5.5	Delete a data series in a chart.
		AM4.2.5.6	Modify the chart type for a defined data series.
		AM4.2.5.7	Widen the gap between columns / bars in a 2D chart.
		AM4.2.5.8	Insert an image in a 2D chart.

Category	Skill Set	Ref.	Task Item
AM4.3 Functions	<i>AM4.3.1 Using Functions</i>	AM4.3.1.1	Use date and time functions: TODAY; DAY; MONTH; YEAR.
		AM4.3.1.2	Use mathematical functions: SUMIF; SUMPOSITIVE; ROUND.
		AM4.3.1.3	Use statistical functions: COUNT; PURECOUNT; COUNTA; COUNTIF.
		AM4.3.1.4	Use text functions: PROPER; UPPER ; LOWER; CONCATENATE.
		AM4.3.1.5	Use financial functions: FV; NPV; PMT; PV; RATE.
		AM4.3.1.6	Use lookup and reference functions: HLOOKUP; VLOOKUP.
		AM4.3.1.7	Use logical functions: IF; AND; OR; ISERROR.
		AM4.3.1.8	Use available database functions: DSUM; DMIN; DMAX and DCOUNT.
		AM4.3.1.9	Use nested functions.
AM4.4 Analysis	<i>AM4.4.1 Pivot Tables / Dynamic Crosstab</i>	AM4.4.1.1	Create a Pivot Table or a Dynamic Crosstab using defined field names.
		AM4.4.1.2	Modify the data source and refresh the Pivot Table or Dynamic Crosstab.
		AM4.4.1.3	Group / Display data in a Pivot Table or a Dynamic Crosstab by a defined criterion.
	<i>AM4.4.2 Scenarios / Versions</i>	AM4.4.2.1	Create named Scenarios / Versions from defined cell ranges.
		AM4.4.2.2	Create a Scenario summary / Version report.
	<i>AM4.4.3 Auditing</i>	AM4.4.3.1	Trace precedent cells in a worksheet.
		AM4.4.3.2	Trace dependent cells in a worksheet.
		AM4.4.3.3	Display all formulas or view location of all formulas in a worksheet.
		AM4.4.3.4	Add or remove worksheet comments.
		AM4.4.3.5	Edit worksheet comments.
AM4.5 Special Tools	<i>AM4.5.1 Macros</i>	AM4.5.1.1	Record a simple macro (e.g. page setup changes.)
		AM4.5.1.2	Run a macro.
		AM4.5.1.3	Assign a macro to a custom button on a toolbar.