

# EUROPEAN COMPUTER DRIVING LICENCE MODULE AM4, SPREADSHEETS, ADVANCED - LEVEL



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## Module AM4, Spreadsheets, Advanced - Level

The following is the Syllabus for Module AM4, *Spreadsheets, Advanced - Level*, which provides the basis for the practice-based test in this module domain. The Syllabus for Module AM4 is over and above the Skills Sets and underpinning knowledge contained within the ECDL Module 4, *Spreadsheets*, Version 4.0 Syllabus. The advanced level designation for Module AM4 anticipates that the candidate has already mastered the Skill Sets and acquired the knowledge outlined in Module 4 of ECDL Syllabus Version 4.0.

## Module Goals

**Module AM4 Spreadsheets, Advanced - Level**, 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 Editing	AM4.1.1 Data	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.
		AM4.1.1.6	Import a text file and delimit by comma, space or tab.
	AM4.1.2 Display	AM4.1.2.1	Freeze row and /or column titles.
		AM4.1.2.2	Hide / unhide rows or columns.
		AM4.1.2.3	Hide / unhide worksheets.
		AM4.1.2.4	Use sub-totaling features.
		AM4.1.2.5	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.

CATEGORY	SKILL SET	REF.	TASK ITEM
		AM4.1.4.2	Remove password protection from a spreadsheet.
<b>AM4.2 Data Handling</b>	<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.
		<i>AM4.2.3 Linking</i>	AM4.2.3.1
	AM4.2.3.2		Link data / chart between worksheets.
	AM4.2.3.3		Link data / chart between spreadsheets.
	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 &amp; 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
<b>AM4.3 Functions</b>	<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.

CATEGORY	SKILL SET	REF.	TASK ITEM
		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.
		AM4.3.1.8	Use available database functions: DSUM; DMIN; DMAX and DCOUNT.
		AM4.3.1.9	Use nested functions.
<b>AM4.4 Analysis</b>	<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.
<b>AM4.5 Special Tools</b>	<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.