SPREADSHEETS

Syllabus

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Introduction

Competition, innovation and social cohesion increasingly depend on the strategic and effective use of new information and communication technologies. This requires competence, creativity, and awareness on the part of those who use ICT tools every day.

Obtaining and certifying these skills through a recognised, objective system facilities mobility. A commonly-accepted 'language' in this sector provides the opportunity for everyone to think about their own ICT competence, and, more importantly, to display these skills on their CV. When applying for jobs this gives candidates something extra, something that employers are undoubtedly looking for. The skills outlined in this document represent a 'structure' for defining e-competence that could be transferred onto the Europass Curriculum. *From the Introduction to e-Competence Framework for ICT Users.*

The e-Competence Framework for ICT Users was developed by CEN, the European Committee for Standardisation, based on a series of EU rules and policies, including:

- European e-Skills Summit Declaration;
- Decision 2318/2003/EC by the European Parliament and Council to adopt a multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (eLearning Programme);
- e-Skills in Europe: Towards 2010 and Beyond. A summary of the European e-Skills Forum report presented at the European e-skills Conference;
- European Commission communication on e-Skills in the 21st Century: Fostering Competitiveness, Growth and Jobs;
- Digital agenda for Europe.

The e-competence framework provides an overall outline of the digital skills that an average user of computers, the internet and new information and communication technologies should possess. **The use of a shared language to describe skills and proficiency levels makes it easily understandable throughout Europe and beyond**. The tool was created to facilitate the immediate assessment of IT skills in varying environments and for different groups of people. These include students, employees, managers, Human Resource departments, those working in educational institutions, policy makers and those in the public sector.

Our **User Programme** makes direct reference to classifications provided by the **e-Competence Framework for ICT Users (e-CF)**, making it relevant and applicable in all sectors: it is the first programme of its kind to make full use of the framework's structure, rather than simply replicating the principle ideas. The **User Programme**, more precisely, assesses and certifies intermediate ICT skills, as described in the summary table of the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The **User Programme** is a great way to objectively demonstrate the ability to correctly and maturely use ICT tools in a school or university environment, at work, or on a personal level.

The programme takes into account the independent nature of different software and hardware producers, and fulfils all criteria for interoperability and neutrality.

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Our method

Going beyond the tired 'explanation, activity, test' method, we propose a new way to link and describe the content of the modules, based on that used in the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The programme is the obvious choice for those who need to build their ICT skills and obtain a certification. For every topic, we have provided a reference framework which consists of:

- a basic definition of the skill;
- everything the User must know in about the topic, the theory or *knowledge*.
- the *skills* related to the aforementioned theory that a certified User must possess.

Procedures and tools

In order to prepare for the test, the candidate has full access to the online training and support available in your reserved area on DIDASKO platform.

To pass the exam, the candidate must be able to correctly answer at least 75% of the 30 questions for each module. The idea is that every module represents a specific skill. Due to the links between these skills, the candidate is free to choose the order in which they want to move through the modules.

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MODULE

SPREADSHEETS

What does a certified EIPASS User know how to do?

The certified User knows how to project, create and manage complex spreadsheets, containing more than one sheet, linking their internal data and using the formatting tools available.

When working with complex data, the User knows how to choose from the various types of charts and diagrams available, and create one suitable to his/her needs, with formatting. If there are no appropriate charts or graphics available, he/she knows how to create personalised versions.

He/she can save and archive files with precision, changing the possible save locations and the type of file according to circumstances.

Contents of the module

Spreadsheets
- Basic steps
- Data

Managing spreadsheets
- Rows and columns
- Worksheets

Formatting
- Data formatting
- Cell formatting

Formulas and functions
- Arithmetic formulas
- Functions

Charts
- Creating a chart
- Editing a chart

Saving and printing worksheets
- Saving worksheets
- Printing worksheets

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1 | SPREADSHEETS

The User can interact with the spreadsheet interface within a spreadsheet application, selecting and using, in the most appropriate way, the most common tools and defining personal preferences. He/she can create a work folder containing more than one sheet, and insert different types of data into the cells.

Knowledge		Skills	
A certified User knows about…		A certified User can…	
1.1	Basic steps	**1.1.1**	Recognise and define the purpose of all of the available tools on the interface
		1.1.2	Recognise and define the parts of the spreadsheet: from the cells to the grids
		1.1.3	Select one or more cells, also by using keyboard shortcuts
1.2	Data	**1.2.1**	Insert and delete the different types of data available
		1.2.2	Recognise and use the different types of available data: numerical, currencies, texts, dates and times
		1.2.3	Use different processes to duplicate data within spreadsheets
		1.2.4	Move data around within worksheets

2 | MANAGING WORKSHEETS

The certified User understands that every job folder can contain more than one spreadsheet. He/she can manage data formatting and safely connect the content of different cells and different work sheets. The User can use zoom and different View modes, according to the necessary specifications.

Knowledge		Skills	
A certified User knows about…		A certified User can…	
2.1	Rows and columns	**2.1.1**	Select rows and columns, also by using keyboard shortcuts
		2.1.2	Insert and delete rows and columns
		2.1.3	Edit the size of rows and columns
2.2	Worksheets	**2.2.1**	Add and delete worksheets, using all of the default methods
		2.2.2	Move worksheets both within the same folder and between different folders
		2.2.3	Use the zoom, directly from the status bar or from the *View* tab; choose the View mode from the status bar icon; personalise the status bar

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3 | FORMATTING

The User can plan the content of a spreadsheet in an accurate way, using the data in different formats to create a coherent spreadsheet He/she can outline two types of formatting: one being a simple aesthetic formatting and the other the way in which data is viewed; if it is necessary to share work it is important that the user understands which type of formatting to apply.

Knowledge		Skills	
A certified User knows about…		A certified User can…	
3.1	Data formatting	3.1.1	Manage numbers, through the *cell format* dialog box
		3.1.2	Manage date and time formatting, through the *cell format* dialog box
3.2	Cell formatting	3.2.1	Manage alignment from the *cell format* dialog; recognize the available options; activate the text control function: *Text starting from the top*, *minimize and adapt*, *cell merge*, identify and use the tools under the *Orientation* of the *Alignment* tab.
		3.2.2	Use the tools in *Font* tab in the *cell format* window
		3.2.3	Use the tools on the *Border* and *Fill* tabs in the *cell format* dialog box
		3.2.4	Understand conditional formatting: what it is and how to manage it to, create spreadsheets which can be used on a practical, day-to-day basis: for example, for monitoring household expenses over a definite period of time

4 | FORMULAS AND FUNCTIONS

The User can use the appropriate syntax to create and apply easy formulas for specific activities or projects. He/she can access default functions and use them confidently. He/she can plan the content of a work folder using a combination of formulas and functions according to requirements

Knowledge		Skills	
A certified User knows about…		A certified User can…	
4.1	Arithmetic formulas	4.1.1	Explain how a formula is created, using the various different ways
		4.1.2	Recognise possible formula errors: #NOME?, #DIV/0!, #RIF!
		4.1.3	Differentiate between relative and absolute references; transform a relative into an absolute; use the fill square to copy a formula into a cell range
4.2	Functions	4.2.1	Effectively use functions; understand function syntax
		4.2.2	Work with the SUM, AVERAGE AND COUNT functions within a spreadsheet that permits, for example, that we measure the household expenses of a family over a defined period
		4.2.3	Explain the SE formula: what it is and how to use it

5 | CHARTS

The User can generate an appropriate chart for a given set of data, apply a new type of chart to a data series, manage and edit specific types of chart, create and save integrated charts, for future use. He/she can export charts to different locations and with different formats (eg. image file) and can edit charts for specific purposes (presentations, professional documents etc.)

Knowledge		Skills	
A certified User knows about...		A certified User can...	
5.1	The process for creating a chart	5.1.1	Insert or delete a chart from the spreadsheet
		5.1.2	Change the type of chart that has been inserted; recognise the default types: bar chart, histogram, line graph, pie chart etc.
		5.1.3	Reposition a chart
5.2	The procedure for editing a chart	5.2.1	Change the title of a chart
		5.2.2	Insert tags to view the value of the tables in the chart; format these tags
		5.2.3	Change the colours in the chart
		5.2.4	Edit textual elements in the chart

6 | SAVING AND PRINTING WORKSHEETS

The User can save and archive the content of the spreadsheet using the most appropriate methods (password, digital signature). He/she can archive the spreadsheets in different formats according to need, select print preferences and print the contents of the work folder.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
6.1	Saving a spreadsheet	6.1.1	Save spreadsheets, choosing between the different options available
		6.1.2	Explain file extensions and the possible ways to save a spreadsheet
6.2	Printing a spreadsheet	6.2.1	Identify and use the available printing options *under* the *File* tab

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FOR INFORMATION ON IT CERTIFICATIONS

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