



**BCS IT User Syllabus**

**ECDL Module 4 (Version 5.0)  
Spreadsheets Level 2**

| CATEGORY                         | SKILL SET                       | REF.    | TASK ITEM   |  |
|----------------------------------|---------------------------------|---------|---|--|
| <b>4.1 Using the Application</b> | 4.1.1 Working with Spreadsheets | 4.1.1.1 | Open, close a spreadsheet application. Open, close spreadsheets.  |  |
|                                  |                                 | 4.1.1.2 | Create a new spreadsheet based on default template.   |  |
|                                  |                                 | 4.1.1.3 | Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.  |  |
|                                  |                                 | 4.1.1.4 | Save a spreadsheet as another file type like: template, text file, software specific file extension, version number.  |  |
|                                  |                                 | 4.1.1.5 | Switch between open spreadsheets.   |  |
|                                  | 4.1.2 Enhancing Productivity    | 4.1.2.1 | Set basic options/preferences in the application: user name, default folder to open, save spreadsheets.   |  |
|                                  |                                 | 4.1.2.2 | Use available Help functions.   |  |
|                                  |                                 | 4.1.2.3 | Use magnification/zoom tools.   |  |
|                                  |                                 | 4.1.2.4 | Display, hide built-in toolbars. Restore, minimize the ribbon.  |  |
| <b>4.2 Cells</b>                 | 4.2.1 Insert, Select            | 4.2.1.1 | Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell).               |  |
|                                  |                                 | 4.2.1.2 | Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank. |  |
|                                  |                                 | 4.2.1.3 | Enter a number, date, text in a cell.   |  |
|                                  |                                 |         | 4.2.1.4   | Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.                             |
|                                  | 4.2.2 Edit, Sort                |         | 4.2.2.1   | Edit cell content, modify existing cell content.   |
|                                  |                                 |         | 4.2.2.2   | Use the undo, redo command.  |
|                                  |                                 |         | 4.2.2.3   | Use the search command for specific content in a worksheet.  |
|                                  |                                 |         | 4.2.2.4   | Use the replace command for specific content in a worksheet.   |
|                                  |                                 |         | 4.2.2.5   | Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order. |
|                                  | 4.2.3 Copy, Move, Delete        |         | 4.2.3.1   | Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.          |
|                                  |                                 |         | 4.2.3.2   | Use the autofill tool/copy handle tool to copy, increment data entries.  |
|                                  |                                 |         | 4.2.3.3   | Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.          |
|                                  |                                 |         | 4.2.3.4   | Delete cell contents.  |
| <b>4.3 Managing Worksheets</b>   | 4.3.1 Rows and Columns          | 4.3.1.1 | Select a row, range of adjacent rows, range of non-adjacent rows.   |  |
|                                  |                                 | 4.3.1.2 | Select a column, range of adjacent columns, range of non-adjacent columns.  |  |

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|                                   |                                 | 4.3.1.3 | Insert, delete rows and columns.  |
|                                   |                                 | 4.3.1.4 | Modify column widths, row heights to a specified value, to optimal width or height.   |
|                                   |                                 | 4.3.1.5 | Freeze, unfreeze row and/or column titles.  |
|                                   | 4.3.2 Worksheets                | 4.3.2.1 | Switch between worksheets.  |
|                                   |                                 | 4.3.2.2 | Insert a new worksheet, delete a worksheet.   |
|                                   |                                 | 4.3.2.3 | Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.                              |
|                                   |                                 | 4.3.2.4 | Copy, move, rename a worksheet within a spreadsheet.  |
| <b>4.4 Formulas and Functions</b> | 4.4.1 Arithmetic Formulas       | 4.4.1.1 | Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.                               |
|                                   |                                 | 4.4.1.2 | Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).                           |
|                                   |                                 | 4.4.1.3 | Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!.                                       |
|                                   |                                 | 4.4.1.4 | Understand and use relative, absolute cell referencing in formulas.   |
|                                   | 4.4.2 Functions                 | 4.4.2.1 | Use sum, average, minimum, maximum, count, counta, countblank functions.  |
|                                   |                                 | 4.4.2.2 | Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.  |
| <b>4.5 Formatting</b>             | 4.5.1 Numbers/Dates             | 4.5.1.1 | Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands. |
|                                   |                                 | 4.5.1.2 | Format cells to display a date style, to display a currency symbol.   |
|                                   |                                 | 4.5.1.3 | Format cells to display numbers as percentages.   |
|                                   | 4.5.2 Contents                  | 4.5.2.1 | Change cell content appearance: font sizes, font types.   |
|                                   |                                 | 4.5.2.2 | Apply formatting to cell contents: bold, italic, underline, double underline.   |
|                                   |                                 | 4.5.2.3 | Apply different colours to cell content, cell background.   |
|                                   |                                 | 4.5.2.4 | Copy the formatting from a cell, cell range to another cell, cell range.  |
|                                   | 4.5.3 Alignment, Border Effects | 4.5.3.1 | Apply text wrapping to contents within a cell, cell range.  |
|                                   |                                 | 4.5.3.2 | Align cell contents: horizontally, vertically. Adjust cell content orientation.   |
|                                   |                                 | 4.5.3.3 | Merge cells and centre a title in a merged cell.  |
|                                   |                                 | 4.5.3.4 | Add border effects to a cell, cell range: lines, colours.   |

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| <b>4.6 Charts</b>          | 4.6.1 Create          | 4.6.1.1 | Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.                                       |
|                            |                       | 4.6.1.2 | Select a chart.   |
|                            |                       | 4.6.1.3 | Change the chart type.  |
|                            |                       | 4.6.1.4 | Move, resize, delete a chart.   |
|                            | 4.6.2 Edit            | 4.6.2.1 | Add, remove, edit a chart title.  |
|                            |                       | 4.6.2.2 | Add data labels to a chart: values/numbers, percentages.  |
|                            |                       | 4.6.2.3 | Change chart area background colour, legend fill colour.  |
|                            |                       | 4.6.2.4 | Change the column, bar, line, pie slice colours in the chart.   |
|                            |                       | 4.6.2.5 | Change font size and colour of chart title, chart axes, chart legend text.  |
|                            |                       |         |   |
| <b>4.7 Prepare Outputs</b> | 4.7.1 Setup           | 4.7.1.1 | Change worksheet margins: top, bottom, left, right.   |
|                            |                       | 4.7.1.2 | Change worksheet orientation: portrait, landscape. Change paper size.   |
|                            |                       | 4.7.1.3 | Adjust page setup to fit worksheet contents on a specified number of pages.   |
|                            |                       | 4.7.1.4 | Add, edit, delete text in headers, footers in a worksheet.  |
|                            |                       | 4.7.1.5 | Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.                            |
|                            | 4.7.2 Check and Print | 4.7.2.1 | Check and correct spreadsheet calculations and text.  |
|                            |                       | 4.7.2.2 | Turn on, off display of gridlines, display of row and column headings for printing purposes.  |
|                            |                       | 4.7.2.3 | Apply automatic title row(s) printing on every page of a printed worksheet.   |
|                            |                       | 4.7.2.4 | Preview a worksheet.  |
|                            |                       | 4.7.2.5 | Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart. |