

## ECDL Advanced Spreadsheets (Exam ONLY)

### Level 3 certificate

If you have completed your ECDL and want to progress your skills, or if you are already a 'power user' - ECDL Advanced is the qualification for you.

ECDL Advanced will allow you to demonstrate your higher level computer skills, you can show employers that you are confident, competent and efficient in a range of applications.

If you regularly use a spreadsheet application and need to know how to create complex workbooks or use advanced tools then ECDL Advanced Spreadsheets will give you the knowledge and skills you need.

#### ***"Learn how to ..."***

- *Name a cell range, use automatic and conditional cell formatting*
- *Import data from other applications, use one and two input data and what-if tables. Sort and query data using single and multiple criteria. Use pivot tables and Dynamic crosstabs*
- *Freeze data headings, hide rows, columns and worksheets*
- *Protect worksheets or cells, password protect*
- *Link data in worksheets and between worksheets and other applications. Consolidate data across worksheets*
- *Create charts and graphs and adjust presentation*
- *Use a range of functions including text, statistical and lookup functions. Record and run macros.*
- *Trace precedent and dependant cells in a worksheet.. Edit and add worksheet comments*

During your course you will be expected to study either at home/work or during the available self-study sessions at the centre. As part of the course you will also need to attend specific tutor guided sessions for personal tuition, feedback and support which are available 3 times per week (*times and availability detailed overleaf*).

The course includes:

- ✧ *Self directed learning*
- ✧ *Email tutor feedback and support*
- ✧ *Mock tests and extra learning resources available*

## **FAQ**

***Where do I go?*** Kirkley Centre, Room 1

***When can I start?***

*(A 30 minute initial interview will need to be arranged before enrolling).*

- ***Tutor workshops:***    *Monday 2 pm to 4 pm*  
   *Tuesday 11 am to 1 pm and 7 pm to 9 pm*  
   *Wednesday 9 am to 11 am*
  
- ***Self study sessions:*** *Monday 9 am to 4 pm*  
   *Tuesday 9 am to 4pm and 6pm to 9 pm*  
   *Wednesday 9 am to 4 pm*  
   *Thursday to 9 am to 4 pm*  
   *Friday 9 am to 1 pm*

***How much is it going to cost me?***

*Full course: £50 (£32 registration, £18 exam fee).*

*This includes free practice exams.*

*All fees are payable in full prior to start of course/module.*

***Do I need to bring anything with me?***    *Notepad and pen.*