

ICDL Professional FINANCIAL SPREADSHEETS



The Financial Spreadsheets module covers the advanced skills needed to produce sophisticated reports, perform complex mathematical and statistical calculations, and improve productivity using a spreadsheet application.

Spreadsheets are an important tool for managing and analysing financial data. But taking advantage of the more advanced features that spreadsheet tools offer needs deeper, enhanced skills. This module will help professionals use the complex capabilities of spreadsheet tools to understand data and make informed decisions.

This module is suitable for people who are already proficient in common spreadsheet activities, such as those covered in the ICDL Spreadsheets module. It looks at elements of spreadsheet use most relevant to people working in finance roles and complements the skills and concepts in the ICDL Spreadsheets (Advanced) module.

Develop the advanced spreadsheet skills needed for finance and accountancy tasks.

The Financial Spreadsheets module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be proficient using the advanced features of spreadsheet tools for the analysis of financial data. After passing this module, candidates will feel confident using spreadsheets to carry out logical, statistical, financial, and mathematical operations. They will be able to:

- understand functions such as those associated with logical, statistical, financial, and mathematical operations
- use tables and lists to analyse, filter, sort, validate, and audit data, as well as create and use scenarios
- apply advanced formatting options such as conditional formatting, customised number formatting, and chart formatting
- use linking, embedding and importing features as well as comparing and merging spreadsheets
- understand the productivity and security features of spreadsheet tools.

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	Skill Set
Formatting	<ul style="list-style-type: none"> • Cells • Worksheets
Formulas and Functions	<ul style="list-style-type: none"> • Using Formulas and Functions
Charts	<ul style="list-style-type: none"> • Creating Charts • Formatting Charts
Analysis	<ul style="list-style-type: none"> • Using Tables • Sorting and Filtering • Scenarios
Validating and Auditing	<ul style="list-style-type: none"> • Validating • Auditing
Enhancing Productivity	<ul style="list-style-type: none"> • Naming Cells • Paste Special • Linking, Embedding and Importing
Collaborative Editing	<ul style="list-style-type: none"> • Reviewing and Security

