ICDL Professional

MANAGEMENT SPREADSHEETS

The Management Spreadsheets module covers the advanced skills needed to use the versatile features of spreadsheets to produce reports, provide statistical or mathematical analysis, and manage data more effectively and productively.

The benefits of data-based decision-making are widely recognised. All types of organisation need workers who are able to use spreadsheets effectively – not just for storing tabular data, but for the sophisticated way that spreadsheets can be used to validate, interpret, and present information.

As data becomes easier to source and share, inputting, extracting, and displaying data (either internally or externally) is now a common task for workers in all types of role and every sector.

Develop the skills needed to use the advanced features, capabilities, and data handling of spreadsheets.

The Management 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 able to use enhanced spreadsheet capabilities to produce better reports with deeper data analysis. After passing this module, candidates will feel confident managing complex data with spreadsheets and collaborating with others. They will be able to:

- understand advanced formatting options, including conditional formatting and customised formatting

- recognise which functions to use in formulas, and troubleshoot errors

- identify the correct chart to display a specific data set, and create or edit such a chart

- know how to analyse, validate, audit, and protect data

- understand time-saving features such as linking data, paste special, filters, and macros

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	• Cells • Worksheets
Formulas and Functions	• Using Formulas and Functions
Charts	• Creating Charts • Formatting Charts
Analysis	• Using Tables • Sorting and Filtering • Scenarios
Validating and Auditing	• Validating • Auditing
Enhancing Productivity	• Naming Cells • Paste Special • Linking, Embedding and Importing • Automation
Collaborative Editing	• Reviewing and Security