

ECDL Advanced Spreadsheets

Take your IT Skills Further With the ECDL Advanced



The ECDL Advanced is an internationally recognized qualification that proves you are an expert user of IT software. The ECDL Advanced is recognized in over 150 countries worldwide, meaning you can travel and your qualification will still be accepted.

Benefits of achieving an ECDL Advanced certificate:

- **A natural progression for those who have achieved the ECDL qualification**
- **Evidence your IT skills with an advanced certificate**
- **Enhance your career prospects**
- **Flexible learning , study for one unit or all four**

Places are limited, book yours today!
Call: 02920 440010

Take your skills to the next level....

This unit is delivered by a tutor over 4 days spread over 4 weeks, there are 3 days of learning with the fourth set aside for exam preparation and practise papers.

Content: Day 1

AM

- **Create Named Ranges**
- Using Named Ranges
- **Applying formatting and automatic formatting to a Named Range**
- Creating and Applying a Conditional Format
- **Use and Create Custom Number Formats**
- Using Data Tables
- **Using Paste Special options**



PM

- **Use Subtotalling features**
- Freeze rows and columns
- **Hide and Unhide Rows, Columns and Worksheets**
- Protect and Unprotect Worksheets and Cells
- **Add or Remove password protection**
- Sort data by Multiple Columns & performing custom sorts
- **Create single or multiple criteria queries**
- Using an advanced query/filter

Book Now

£365 + VAT

For Start Dates:

02920 440010

training@ecomlearning.co.uk

Become an expert user....

Content: Day 2

AM

- **Using and Editing a template**
- Consolidate worksheet data
- **Linking Data or a Chart in a Worksheet(s) to other Worksheet(s) or other external data**
- Format and manipulate a chart using basic and advanced charting features
- **Using Absolute and Relative Sheet and Cell References**
- Use the Date Functions
- **Use Mathematical Functions**

PM

- **Use Statistical Functions**
- Use Text Functions
- **Use the Financial Functions**

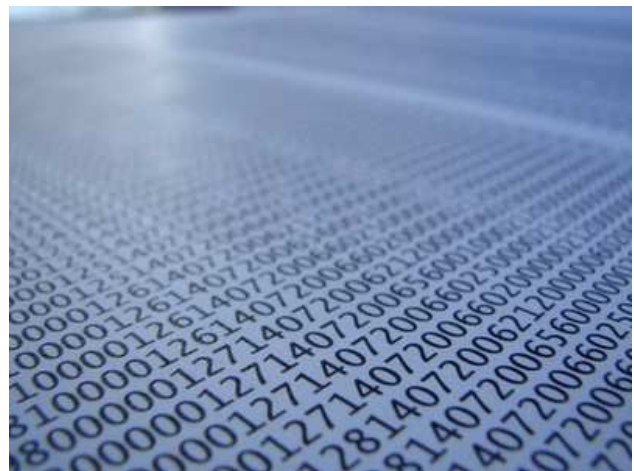
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Content: Day 3

AM

- **Use Logical Functions**
- Use Database Functions
- **Create, Edit and Use a Pivot Table**

PM

- **Create, Edit and Use set Scenarios**
- Use Trace precedents and Trace dependants
- **Create, Edit and Delete worksheet comments**
- Create and Run a Macro
- **To assign a Macro to a toolbar**

Enhance your career prospects....

Content: Day 4

AM

- **Practise Quiz**
- Revision Questions

PM

- **Tutor Directed Exam Practise Paper**
- Practise Paper Under Exam Conditions
- Final Test



Testing

Your final test will be 1 hour in length and will consist of 20 questions. The test will take place either at the end of your 4th day or you can book a day of your choice beyond the 4th day.

In the unlikely event you should fail to achieve the required pass mark, re-sits are available and revision support is available from your tutor.

Note: Pass rates are higher if the test is taken immediately following the 4th day.

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Becoming an ECDL expert

Something extra...

If you complete all four ECDL Advanced units you will receive a free **ECDL Expert certificate**.

As an ECDL Expert you will not only receive a certificate which shows that you are a specialist in a wide range of applications, but also you will be eligible to become an Associate member of the British Computer Society and be able to put the letters AMBCS after your name.

Becoming a BCS member

When you become a member of BCS, you become a member of the UK's leading body for IT professionals and become eligible for a range of benefits such as career development and support, access to a network of IT professionals and groups and a wealth of IT industry information. On completion of all 4 units, you will also be eligible to apply for Associate membership of the BCS with **20% discount** off your first year (*upon agreement to the BCS Code of Conduct*).



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