

Programmes Objectives

QQI Level 5 Spreadsheet Methods 5N1977

The purpose of this course is to prepare the with the knowledge, skill and competence to create and modify spreadsheets under supervision, using common spreadsheet features.

Learning Outcomes

1. Investigate a range of common uses for spreadsheets
2. Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros
3. Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting, and filtering
4. Use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility
5. Automate routine multi-step tasks through the creation, execution, and management of simple macros
6. Print complete or partial sections of a spreadsheet, formatted fitfor presentation
7. Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions
8. Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data
9. Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose
10. Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose.

Assessment/Exams/Skill Demonstration

Project x1 (50%) Exam x1 (50%)

Duration

10 X Days (one per week) plus self-directed fully supported learning

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.

For further information please call us on (01) 802 0417