ICT Spreadsheet Essentials v3

Certification Exam: ICT Spreadsheet Essentials Certificate Test

Exam Objectives

The ICT Spreadsheet Essentials courseware is written to the following Exam Objectives:

Domain 8.1: Develop and apply fundamental spreadsheet skills.

8.1.1: Define "spreadsheet" and describe ways it may be used.
8.1.2: Identify the parts of the spreadsheet display, including cells, columns and rows, cell references, cell range.
8.1.3: Create and navigate through multiple spreadsheets in a file.
8.1.4: Insert and format text information in spreadsheet cells.
8.1.5: Insert and format numeric information in spreadsheet cells.
8.1.6: Insert and format date and time information in spreadsheet cells.
8.1.7: Select multiple cells, including adjacent and non-adjacent ranges, using mouse and keyboard techniques.
8.1.8: Copy and/or move information from one or more cells to another part of the spreadsheet.
8.1.9: Use the Undo and Redo tools in a spreadsheet.
8.1.10: Apply and modify cell formatting for currency, date and percentage values.
8.1.11: Use the Sort function to organize information numerically or alphabetically, including multiple levels of sorting.
8.1.12: Use the Filter function to display spreadsheet data based on specific criteria.
8.1.13: Resize column width and row height in a spreadsheet.
8.1.14: Insert and delete columns and rows in a spreadsheet.
8.1.15: Merge and unmerge cells in a spreadsheet.
8.1.16: Apply shading and borders to a spreadsheet.

Domain 8.2: Demonstrate proficiency in using moderately complex spreadsheet tools such as tables and charts.

8.2.1: Describe the purpose of a table and how it relates to a spreadsheet.
8.2.2: Create and print a table and/or range that displays and sums the values of different data types.
8.2.3: Identify various types of charts (e.g., line, bar, pie, scatter) and common chart components (e.g., vertical axis, horizontal axis, legend), and explain when to use each chart type.
8.2.4: Create various types of charts based on data sets defined in a spreadsheet.
8.2.5: Modify chart types to appropriately represent base data.

Domain 8.3: Demonstrate proficiency in using complex spreadsheet tools such as formulas and functions.

8.3.1: Identify various spreadsheet functions (i.e., preset formulas), including sum, average, count, maximum value, minimum value, etc.
8.3.2: Sum the numeric values of multiple cells.
8.3.3: Insert common formulas into a spreadsheet, including addition, subtraction, multiplication, division, subtotals, grand totals, text manipulations, etc.
8.3.4: Distinguish between absolute and relative cell references in a spreadsheet.
8.3.5: Use conditional formatting to highlight text in a spreadsheet.

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