Spreadsheet Essentials v3

Certification Exam: ICT Spreadsheet Essentials Certificate Test

The *ICT Spreadsheet Essentials* course focuses on the fundamentals of creating and using spreadsheets. Students will learn the purpose of spreadsheets and identify spreadsheet elements. They will learn how to insert, format, copy, and move cell data, and format columns and rows. They will also create tables and charts and modify chart elements according to the spreadsheet data. Finally, they will be introduced to functions, formulas, and conditional formatting.

Candidate Profile

The ICT Spreadsheet Essentials v3 certification and courseware serve a wide range of learners seeking practical, industry-relevant skills, including:

Middle School Students
- Grades 5- 8th middle school students.
- Familiar with computer operations (logging in, file management, keyboarding).
- Limited or no prior experience with spreadsheet software.

High School Students
- Grades 9 – 12 or recent graduates with basic tech literacy.
- May have limited exposure to spreadsheets but lacks structured training.
- Are preparing for workforce readiness or career and technical education (CTE) pathways.

Adults
- Basic computer literacy skills (file management, email, internet navigation).
- Individuals entering or re-entering the workforce.
- Professionals seeking to strengthen administrative, business, or technical skills.
- Participants in corporate upskilling, reskilling, or workforce development programs.

Career Profile

This course aligns with the Department of Labor Standard Occupational Classification for the following:

SOC: 11-0000 Management Occupations
Management occupations encompass leadership roles responsible for planning, directing, and coordinating the operations and strategic direction of an organization or organizational unit. Individuals in these roles oversee personnel, allocate resources, establish objectives, and ensure that performance outcomes align with organizational goals.

SOC: 13-0000 Business and Financial Operations Occupations
Business and financial operations occupations encompass roles that support the strategic, operational, and financial management of organizations. These professionals analyze data, manage resources, ensure regulatory compliance, and improve organizational efficiency.

SOC: 43-0000 Office and Administrative Support Occupations
Office and administrative support occupations include roles that facilitate the day-to-day operational, clerical, and organizational functions of an office or department. These professionals provide essential administrative infrastructure that enables management and professional staff to operate efficiently. Duties vary by industry and position.

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Topics

Lesson 1: Modern Spreadsheets

Purpose of Spreadsheets
Evolution of Spreadsheets Software
Basic Spreadsheets Software Features
Keyboard Shortcuts
Basic Spreadsheet Editing Techniques
Navigation multiple sheets
Lesson 1 Skills Section
Getting Started with Google Sheets
Getting Started with MS Excel
Case Study

Lesson 2: Charts and Printing

Tables in Spreadsheets
Created Charts in Spreadsheets
Printing a Table and Chart
Modifying Charts in Spreadsheets
Lesson 2 Skills Section
Creating and Modifying Charts with Google Sheets
Creating and Modifying Charts with Excel
Case Study

Lesson 3: Advanced Editing Techniques in Spreadsheets

Formulas
Using Formulas in a Spreadsheet
Absolute vs Relative References
Conditional Formatting in Spreadsheets
Lesson 3 Skills Section
Advanced Editing with Google Sheets
Advanced Editing with MS Excel
Case Study

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