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This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs. Syllabus The Syllabus sets out the specific knowledge and skills that make up this module, as informed by input from subject matter experts from a wide range of computer societies and organisations.

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ECDL: Module 4 Spreadsheets (Part 2 of 2) Date:

September 2002 Revisions: Adapted from: Intermediate Excel 5.0 by Rachel Healy. Updated for Excel 2002 (XP) in August 2002 by Fiona Strawbridge and Tamsin Griffith Abstract Microsoft Excel is a spreadsheet application used for manipulating and calculating numerical data. This workbook is aimed at users who have some knowledge of spreadsheets and

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BCS IT User Syllabus ECDEL Module 4 (Version 5.0 ...  
4.2 Cells 4.2.1 Insert, Select 4.2.1.1 Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell,

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The Interface Text is usually typed into the application and will be located where there is the

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Excel 2002 Part 1 is the first of two workbooks designed to cover the ECDEL Module 4 Spreadsheet syllabus. It is one in a series of workbooks designed to cover the seven modules