



Cashel Community School

Adult Education Programme



Spreadsheet Methods – QQI Level 5 – Minor Award

This module provides the learner with a broad knowledge and clear understanding of the common uses and features of a typical spreadsheet application and to have the learner develop a familiarity with the frequently used toolbar icons and drop-down menus available within the application.

It will enable the learner to create a variety of spreadsheets, applying a range of features involving data and cell formatting.

The learner will also gain experience in using macros, graphs and other advanced spreadsheet features including cell references, IF statements and functions such as statistical, financial, date and time