This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate will be able to:

- Work with spreadsheets and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognise error values in formulas.
- Format numbers and text content in a spreadsheet and use available autoformat/table styles.
- Choose suitable charts, and create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before printing.

**WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to open source solutions.
- Certifies best practice in effective spreadsheets software use.
- Developed with input from computer users, subject matter experts, and practising IT professionals from all over the world. This process ensures the relevance and range of module content.

**HOW DO I GET STARTED?**

To find out more about this module and to locate your nearest accredited test centre, please visit icdl.org/programmes.
This module is designed for candidates who wish to acquire the knowledge and skills to start engaging in the pedagogically effective use of ICT to support and enhance teaching, learning and assessment in the classroom.

On completion of this module the candidate will be able to:

- Understand the key concepts and benefits of using ICT to support and enhance teaching, learning and assessment in the classroom.
- Outline considerations for planning an ICT-enhanced lesson.
- Understand safety, security and well-being considerations when using ICT in education.
- Outline ICT resources that can be used to support and enhance teaching, learning and assessment.
- Understand how to source and evaluate ICT resources to support and enhance teaching, learning and assessment.
- Outline key features of classroom technologies.
- Use key features of a learning platform.

WHAT ARE THE BENEFITS OF THIS MODULE?

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org.

WHO IS IT FOR?

ICT in Education is aimed at teaching and learning professionals in the education and training sectors, who wish to develop their skills and knowledge in using technology to improve learning outcomes for their students.