

Financial Spreadsheets



The Financial Spreadsheets module sets out advanced skills that can be used in finance and accountancy to produce sophisticated reports, to perform complex mathematical and statistical calculations, and to improve productivity using a spreadsheet application.

In the world of accounting and finance, the spreadsheet is a key tool for managing and analysing financial data. For many professionals in these sectors, it is not enough to be a proficient user—deep and advanced skills are required. This involves taking advantage of the more complex features of spreadsheets and exploring the versatility and power that spreadsheet

tools can bring to help inform decisions or understand information.

The Financial Spreadsheets module provides you with these advanced skills, and allows you to be certified against an international standard.

A sectoral-specific variation of the successful ICDL Advanced Spreadsheets module, Financial Spreadsheets is suitable for people who have already become proficient with common spreadsheet activities, such as those covered in the ICDL Spreadsheets module.

Unlock the power of spreadsheets

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

- Apply advanced formatting options such as conditional formatting or customised number formatting and handle worksheets.
- Use functions such as those associated with logical, statistical, financial and mathematical operations.
- Create charts and apply advanced chart formatting.
- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- Validate and audit spreadsheet data.
- Enhance productivity by working with named cell ranges.
- Use linking, embedding and importing features to integrate data.
- Compare and merge spreadsheets. Apply spreadsheet security features.

What are the benefits of this module?

- Acquire advanced skills relating to the analysis of financial data.
- Create and display tabular and charted outputs, and integrate and link data to create powerful and relevant financial information.
- Developed with input from subject matter experts and practitioners.

| Category | Skill set |
|-------------------------|---|
| Formatting | <ul style="list-style-type: none">■ Cells■ Worksheets |
| Formulas and functions | <ul style="list-style-type: none">■ Using formulas and functions |
| Charts | <ul style="list-style-type: none">■ Creating charts■ Formatting charts |
| Analysis | <ul style="list-style-type: none">■ Using tables■ Sorting and filtering■ Scenarios |
| Validating and auditing | <ul style="list-style-type: none">■ Validating■ Auditing |
| Enhancing productivity | <ul style="list-style-type: none">■ Naming cells■ Paste special■ Linking, embedding and importing |
| Collaborative editing | <ul style="list-style-type: none">■ Reviewing and security |

How do I get started?

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