



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Excel 2010

Occupational group

Information Technology (IT)

*Iran Technical and Vocational
Training Organization*

International code

2523-53-119-1

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Control of board on content compilation and accreditation: Plan and curriculums office

National code: 2523-53-119-1

Member of Specialized commission IT Curriculum development:

- Ali Mosavi: Director Manager of Iran TVTO Curriculum Development Office
- Mahmoud Taghipour Director Manager of Chaharmahal va Bakhtiary TVTO
- Morteza Mohammadian Dehkordi: Member of Iran TVTO IT Curriculum Development
- Shahram Shokofian: Manager of Iran TVTO IT Curriculum Development

Cooperator Specialized organizations for compiling the training standard:

- Iran Information Technology Development Co
- Iran Information Technology Development University
- Chaharmahal and Bakhtiari Technical and Vocational Training Organization

Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

*Iran Technical and Vocational
Training Organization*

Plan & Curriculum Office

97, Nosrat Avenue –Tehran, Iran

Tel:+98-21-66569900-9

Fax: +98-21-66944117

E-mail:Barnamehdarci@yahoo.com

| | Name & Family name | Academic document | field | Job & post | Relevant experiences | Add & Tel & Email |
|---|------------------------------|-------------------|------------------------|--|--|---|
| 1 | Morteza Mohammadian Dehkordi | M. SC | Electronics Engineer | Education expert | Technical and Vocational Training Organization | Charmal & Bakhtiari Blvd: enghelab 09131812350 |
| 2 | Ladan Hosseini | M.SC | Architectural Engineer | Chief of Department of Architecture University | University teaching | Charmal & Bakhtiari Islamic Azad University Borujen 09133811763 |
| 3 | Shahram Shokofian | B. SC | Software Engineer | Management & Expert | Technical and Vocational Training Organization | Manager of Iran TVTO IT Curriculum Development |

Iran Technical and Vocational Training Organization

Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

competency title:**Excel 2010****competency description:**

Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking charts.

admission requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability:-

Prerequisite skills: CompTIA network+ certification

Course duration:

Course duration: 40 hours

Evaluation :(%)

Exam 77-882



Published: June 30, 2010

Languages: English

Audiences: Information workers

Technology: Microsoft Office 2010 suites

Credit toward certification: Microsoft Office Specialist

Required Qualifications for Trainers:

Microsoft Certified Solutions Expert (MCSE) - Microsoft Certified IT Professional (MCITP)
degree holders with 2 years experiences

| competency training standard tasks | |
|---|--|
| 1 | Manage the worksheet environment |
| 2 | Create cell data |
| 3 | Formatting cells and worksheets |
| 4 | Managing worksheets and workbooks |
| 5 | Apply transitions and animations |
| 6 | Presenting data visually |
| 7 | Sharing worksheet data with other users |
| 8 | Analyzing and organizing data |



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Training standard

Contents analysis form

| Title: Manage the worksheet environment | time | | | |
|--|------------------------------|-----------|-------|-------------------------------------|
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipments ,tools, materials ,books |
| Knowledge and Skill: Navigate through a worksheet Print a worksheet or workbook Personalize environment by using Backstage | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard
Contents analysis form

| Title: Create cell data | time | | | |
|---|------------------------------|-----------|-------|-------------------------------------|
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipments ,tools, materials ,books |
| Knowledge and Skill: Construct cell data Apply AutoFill Apply and manipulate hyperlinks | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

Training standard

Contents analysis form

| | | | | |
|--|------------------------------|-----------|-------|-------------------------------------|
| Title: Formatting cells and worksheets | time | | | |
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipments ,tools, materials ,books |
| Knowledge and Skill: Apply and modify cell formats Merge or split cells Create row and column titles Hide and unhide rows and columns Manipulate page setup options for worksheets Create and apply cell styles | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard

Contents analysis form

| | | | | |
|---|------------------------------|-----------|-------|-------------------------------------|
| Title: Managing worksheets and workbooks | time | | | |
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipments ,tools, materials ,books |
| Knowledge and Skill: Create and format worksheets Manipulate window views Manipulate workbook views | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard
Contents analysis form

| Title: | time | | | |
|--|----------------------------------|------------------------------|-------|--------------------------------------|
| | theoretical | practical | total | |
| | Apply transitions and animations | Determined by the instructor | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipment's ,tools, materials ,books |
| Knowledge and Skill: | Determined by the instructor | | | From Microsoft |
| Create formulas | | | | |
| Enforce precedence | | | | |
| Apply cell references in formulas | | | | |
| Apply conditional logic in a formula | | | | |
| Apply named ranges in formulas | | | | |
| Apply cell ranges in formulas | | | | |
| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard
Contents analysis form

| | | | | |
|---|------------------------------|-----------|-------|--------------------------------------|
| Title: Presenting data visually | time | | | |
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipment's ,tools, materials ,books |
| Knowledge and Skill: Create charts based on worksheet data Apply and manipulate illustrations Apply and manipulate illustrations Apply Sparkline's | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard
 Contents analysis form

| | | | | |
|---|------------------------------|-----------|-------|--------------------------------------|
| Title: Sharing worksheet data with other users | time | | | |
| | theoretical | practical | total | |
| | Determined by the instructor | | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipment's ,tools, materials ,books |
| Knowledge and Skill: Share spreadsheets by using Backstage Manage comments | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

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Training standard
Contents analysis form

| Title: | time | | | |
|--|-------------------------------|------------------------------|-------|--------------------------------------|
| | theoretical | practical | total | |
| | Analyzing and organizing data | Determined by the instructor | | |
| Knowledge ,skill ,attitude ,safety, Environmental Consideration | | | | Equipment's ,tools, materials ,books |
| Knowledge and Skill: Filter data Manage comments Sort data Apply conditional formatting | Determined by the instructor | | | From Microsoft |
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| Attitude: Speed and accuracy in doing the right thing | | | | |
| Health & Safety: Compliance with safety protection in the workplace | | | | |
| Environmental Consideration: Compliance with environmental protection | | | | |

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 16 Trainees

From: Microsoft