

Student:

Class:

At Junior Certificate level I can:

Recall, explain and apply facts related to probability

Date Commenced:

Date Awarded:

Learning Targets — This has been demonstrated by your ability to:

- | | |
|--|--|
| 1) Name and open the spreadsheet application being used | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2) Distinguish between rows, columns, cells and worksheets | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3) Distinguish between labels, values and formulas | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4) Enter data | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5) Adjust column width and row height | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6) Format data to currency, decimal place etc | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7) Enter formulas using + - * / operators | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8) Enter Sum and Average functions | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9) Create pie, bar column and trend graphs | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10) Format worksheet to show gridlines and row and column headings | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11) Print all or part of a spreadsheet | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 12) Close a file and exit the spreadsheet application | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Work begun ☐☐☐ | Work in progress ☐☐☐ | Work completed ☐☐☐