Spreadsheets

Computers

Statement code 7

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 ☐☐☐

2) Distinguish between rows, columns, cells and worksheets ☐☐☐

3) Distinguish between labels, values and formulas ☐☐☐

4) Enter data ☐☐☐

5) Adjust column width and row height ☐☐☐

6) Format data to currency, decimal place etc ☐☐☐

7) Enter formulas using + - * / operators ☐☐☐

8) Enter **Sum** and **Average** functions ☐☐☐

9) Create pie, bar column and trend graphs ☐☐☐

10) Format worksheet to show gridlines and row and column headings ☐☐☐

11) Print all or part of a spreadsheet ☐☐☐

12) Close a file and exit the spreadsheet application ☐☐☐

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