At Junior Certificate level I can:

Recall, explain and apply facts related to probability

**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