

# Spreadsheets

## Computers

Statement code 7

Student:

Class:

At Junior Certificate level the student can:

Use a spreadsheet to carry out a variety of tasks

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 <b>Sum</b> and <b>Average</b> 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