SPREADSHEETS

4.0	Given a scenario, I can design a workbook containing multiple spreadsheets, independently that include calculations, graphs and formulas to analyze and present information in a relevant and attractive manor.
3	I can demonstrate my ability to create a spreadsheet which includes the following: • Merging cells • Shading cells • Perform a hard return • Use the Sum and Average Functions • Write simple formulas • Copy a formula • Use conditional formatting • Create appropriate graphs from multiple sheets • Format graphs with required elements • Move a graph or chart to a new sheet • Insert a graphic to a sheet
2	I will be able to: • Merging cells • Shading cells • Perform a hard return • Use the Sum and Average Functions • Write simple formulas • Copy a formula • Use conditional formatting • Create appropriate graphs from multiple sheets • Format graphs with required elements • Move a graph or chart to a new sheet • Insert a graphic to a sheet I can recognize and recall the following terminology: • Excel • Google Sheets • Cells • Rows • Columns • Active Cell • Formula Bar • Merge & Center
1	I have the basic computer knowledge needed to <u>identify</u> the following tasks: • Locate the program menu bar • Understand the concept of a spreadsheet • Identify the excel file extension • Basic Saving
0	I don't have the basic knowledge needed to have success with the content.