*Information Technology*

*Unit 1: IT in Action*

**Outcome 1: From data to information**

On completion of this unit the student should be able to select data from data sets, design solutions and use a range of spreadsheet functions to develop solutions that meet specific purposes.

## Spreadsheet Skills Checklist

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| --- |
| 1. Use a variety of formula functions:
 |
|  | * Basic spreadsheet formulas such mathematical operators (+, -, \* /).
 |
|  | * Some mathematical functions, such as INT, MOD, ROUND, TRUNC, SQRT
 |
|  | * Some basic statistical functions, such as COUNT, MAX, MIN, AVERAGE
 |
|  | * Some date functions, such as DATE, NOW, TIME and TODAY.
 |
|  | * Some logical functions, such as IF, AND, OR and NOT.
 |
|  |
| 1. Create graphs based on data stored in a spreadsheet.

Use data in existing spreadsheets to create different types of graphs such as: |
|  | * pie chart
 |  | * column chart
 |
|  | * line chart
 |  |  |
|  |
| 1. Create and edit spreadsheets, which contain:
 |
|  | * Formulae with absolute and relative cell references, such as VLOOKUP
 |
|  | * Sorting of many rows of data.
 |
|  | * Commands such as Fill Down, Fill Right, Copy, Paste, Paste Special etc
 |
|  | * Correct formatting of numbers, text and symbols.
 |
|  |
| 1. Print or view an equation dump
 |
|  | * Use the Show Formulas option to make the formulas that have been used in the spreadsheets visible with each column and row clearly labelled.
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