*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

|  |  |  |  |
| --- | --- | --- | --- |
| 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. | | |