

MODULE 3: TABLES AND CHARTS

CODE: 961 034 Duration: 60 hours

A. Determine how the data will be organized and the worksheets built

- Recognition of the types of data and the links among the data
- Correct determination of the number of worksheets and the links to be established among them
- Correct organization of sheets in terms of the content of the columns and rows the cell format the appearance of the data

B Enter data.

- Correct use of numeric keypad
- No keyboarding errors
- Appropriate use of integrated functions such as fill series, sort, etc.
- Correct adaptation of worksheet

C. Process data.

- Appropriate use of operators integrated statistical, financial and logical functions
- Formulas absolute values
- Correct establishment of the following links among the worksheets and files: address, paste and paste special
- Correct search for and extraction of data
- Correct use of database statistical functions
- S Insertion of imported data in appropriate places

D. Present the data in the form of tables and charts

- Correct formatting of table and its content
- Insertion of imported images in the appropriate places
- Appropriate choice of data series and labels
- Selection of appropriate type of chart
- Inclusion of all parameters such as headings, subheadings, legends, etc.
- Appropriate formatting of chart