

MODULE 15: SPREADSHEETS

CODE: 960 154 Duration: 60 hours

A. Create spreadsheets.

- Appropriate determination of rows and columns
- Appropriate selection of type of cell for: text numbers and formulas
- Appropriate size of cells
- Presence of all elements of the spreadsheet
- Absence of keyboarding errors

B. Save and retrieve spreadsheets.

- Determination of appropriate saving and retrieval procedure

C. Modify spreadsheets.

- Correct modifications to a cell or cell range in terms of:
- The layout of cells
- The number of rows or columns a change in the type of data
- The deletion of files, data, columns, rows and cell range

D. Move and copy cells.

- Correct selection of the cell range
- Movement to correct location
- Correct copy of cells

E. Perform simple calculations using operators and built-in functions.

- Correct use of operators
- Correct use of: financial functions, statistical functions, logical functions

F. Perform a multi-sheet operation.

- Inscription of addresses in appropriate cells
- Sheets connected by appropriate means
- Correct use of built-in functions: fill sort search

G. Create graphs.

- Presence and appropriate location of all parameters:
- Titles and subtitles pagination legend X and Y axes
- Correspondence between graphs and data
- Determination of appropriate saving and retrieval procedures
- Presence of saved graphics files