

LearningFast - ICT Skills Benchmark™

Competency 6: Spreadsheets (Excel 2000)

Similar to manual spreadsheets, with the ability to perform calculations rapidly. Spreadsheets are used for preparing budgets, producing forecasts, business graphs and financial reports.

Learning Activities (42)

Introducing Excel 2000

Quick Tour

Windows Basics

Opening and Closing Excel

Moving Around in Excel

Menus and Toolbars

Using Adaptive Menus

Office Assistant

Managing Workbooks

Opening Workbooks

Using Worksheets

Saving Workbooks

Managing Files and Folders

Finding a File

Using Worksheets

Entering Data

Entering Text and Numbers

Revising and Deleting Entries

Entering Dates and Times

Using Autofill

Various Ways of Selecting Cells

Using Formulas

Entering Formulas

Reference Operators

AutoSum

Using Functions

Using Simple Functions

Using Worksheet Functions

Moving and Copying Data

Moving and Copying Data

Using AutoFill to Copy Formulas

Inserting, Deleting and Hiding Rows and Columns

Cell References

Named Ranges

Relative and Absolute References

Cell Reference Styles

Formatting Worksheets

Fonts

Alignment

Formatting Numbers

Formatting Rows and Columns

Patterns and Borders

Patterns

Applying Borders

Using Charts

Creating Charts

Modifying Charts

Formatting Chart Items

Printing

Page Setup

Basic Page Setup Decisions

Setting Margins

Adding Headers and Footers

Sheet Options

Previewing Page Breaks

Printing Worksheets