

LearningFast - ICT Skills Benchmark™

Competency 6: Spreadsheets (Excel XP / 2003)

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 (37)

Introducing Excel XP / 2003

Windows Basics

Opening and Closing Excel

Navigating the Workbook

The Office Assistant

Managing Workbooks

Opening workbooks

Using worksheets

Saving workbooks

Managing files and folders

Editing Options

Entering Data

Entering text and numbers

Revising and deleting entries

Entering dates and times

Using Autofill

Selecting cells

Basic Formulas

Using Formulas

Entering formulas

Reference operators

Using Functions

AutoSum

Using Simple Functions

Worksheet Options

Moving and Copying Data

Moving and copying data

Using AutoFill to copy formulas

Inserting, deleting and hiding rows and columns

Cell References

Naming a Range

Relative and Absolute References

Cell reference styles

Formatting Options

Formatting Worksheets

Fonts

Alignment

Formatting numbers

Formatting rows & columns

Applying shading

Applying borders

Creating a chart

Charts

Creating charts

Modifying charts

Formatting chart items

Printing Options

Printing and Page Setup

Basic page setup options

Setting margins

Adding headers/footers

Sheet options

Page breaks

Printing worksheets