

<b>Computer Skills Placement Objectives</b>	
<b>Spreadsheets</b>	
<b>Using the application</b>	
<b>First Steps with Spreadsheets</b>	
Open (and close) a spreadsheet application	
Open one, several (workbooks) spreadsheets.	
Create a new spreadsheet (default template).	
Save a spreadsheet to a location on a drive	
Save a spreadsheet under another name.	
Save a spreadsheet in another file type such as: text file, HTML, template, software specific file extension, version number.	
Switch between worksheets, open (workbooks) spreadsheets	
Use available Help functions.	
Close a (workbook) spreadsheet.	
<b>Adjust Settings</b>	
Use magnification/zoom tools	
Display, hide built-in toolbars.	
Freeze row and/or column titles	
Modify basic options/preferences in the application: user name, default directory/folder to open, save spreadsheet.	
<b>Cells</b>	
<b>Insert Data</b>	
Enter a number, a date, text in a cell.	
<b>Select Cells</b>	
Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.	
Select a row, a range of adjacent rows, range of non-adjacent rows.	
Select a column a range of adjacent columns, range non-adjacent columns	
<b>Rows and Columns</b>	
Insert rows, columns in a worksheet	
Delete rows, columns in a worksheet.	
Modify column widths, row heights	
<b>Edit Data</b>	
Insert additional cell content, replace existing cell content.	
Use the undo, redo command	
<b>Duplicate, Move, Delete</b>	
Duplicate the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.	
Use the AutoFill tool/copy handle to copy or increment data entries.	
Move the contents of a cell, cell range within a worksheet, between worksheets, between open spreadsheets .	
Delete cell contents.	
<b>Search and Replace</b>	
Use the search command for specific content in a worksheet	
Use the replace command for specific content in a worksheet	
<b>Sort Data</b>	
Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.	
<b>Worksheets</b>	
<b>Handling Worksheets</b>	
Insert a new worksheet	

Rename a worksheet
Delete a worksheet
Duplicate a worksheet within a spreadsheet, between open (workbooks) spreadsheets
Move a worksheet within a (workbook) spreadsheet, between open (workbook) spreadsheets
<b>Formulas and Functions</b>
<b>Arithmetic and Logical Formulas</b>
Generate formulas using cell references and arithmetic operators (addition, subtraction, multiplication and division)
Recognize and understand standard error values associated with using formulas.
<b>Cell Referencing</b>
Understand and use relative, mixed, absolute cell referencing in formulas
<b>Working with Functions</b>
Generate formulas using sum, average, minimum, maximum, count functions
Generate formulas using the logical function IF (yielding one of two specific values)
<b>Formatting</b>
<b>Numbers/Dates</b>
Format cells to display numbers to a specific number of decimal places, to display numbers with, without commas to indicate thousands.
Format cells to display a date styles
Format cells to display a currency symbols.
Format cells to display numbers as a percentages
<b>Contents</b>
Change cell content appearance: font sizes and font types
Apply formatting to cell contents such as: bold, italic, underline, double underline
Apply different colors to cell content, cell background
Copy the formatting from a cell, cell range to another cell, cell range.
Apply text wrapping to contents within a cell
<b>Alignment, Border Effects</b>
Align contents in a cell, cell range; left, centre, right, top, bottom.
Centre a title over a cell range
Adjust cell content orientation
Add border effects to a cell, cell range.
<b>Charts/Graphs</b>
<b>Using Charts/Graphs</b>
Create different types of charts/graphs from spreadsheet data: column chart, bar chart, line chart, pie chart.
Add a title, label to a chart/graph. Remove a title, label from the chart/graph.
Change the background color in a chart/graph.
Change the column, bar, line, pie slice colors in the chart/graph.
Change the chart/graph type
Duplicate, move charts/graphs within a worksheet, between open (workbooks) spreadsheets
Resize, delete charts/graphs.
<b>Prepare Outputs</b>
<b>Worksheet Setup</b>
Change page margins: top, bottom, left, right.
Change page orientation: portrait, landscape. Change paper size.

Adjust page setup to fit worksheet contents on one page, on a specific number of pages.
Add, modify text in Headers, Footers in a worksheet
Insert fields: Page numbering information, date, time, file name, worksheet name into Headers, Footers.
<b>Preparation</b>
Understand the importance of checking spreadsheet calculations and text before distribution.
Preview a worksheet
Turn on, off display of gridlines, display of row and column headings for printing purposes
Apply automatic title row(s) viewing on every page of a printed worksheet.
<b>Printing</b>
Print a cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart.