

ICT Spreadsheet Essentials Learning Objectives

ICT Domain 8: Spreadsheet Essentials

Learning Objectives

Sub-Domain 8.1

Develop and apply fundamental spreadsheet skills.

8.1.1

Define "spreadsheet" and describe ways it may be used.

8.1.2

Identify the parts of the spreadsheet display, including cells, columns and rows, cell references, cell range.

8.1.3

Create and navigate through multiple spreadsheets in a file.

8.1.4

Insert and format text information in spreadsheet cells.

8.1.5

Insert and format numeric information in spreadsheet cells.

8.1.6

Insert and format date and time information in spreadsheet cells.

8.1.7

Select multiple cells, including adjacent and non-adjacent ranges, using mouse and keyboard techniques.

8.1.8

Copy and/or move information from one or more cells to another part of the spreadsheet.

8.1.9

Use the Undo and Redo tools in a spreadsheet.

8.1.10

Apply and modify cell formatting for currency, date and percentage values.

8.1.11

Use the Sort function to organize information numerically or alphabetically, including multiple levels of sorting.

8.1.12

Use the Filter function to display spreadsheet data based on specific criteria.

8.1.13

Resize column width and row height in a spreadsheet.

8.1.14

Insert and delete columns and rows in a spreadsheet.

8.1.15

Merge and unmerge cells in a spreadsheet.

8.1.16

Apply shading and borders to a spreadsheet.

Sub-Domain 8.2

Demonstrate proficiency in using moderately complex spreadsheet tools such as tables and charts.

8.2.1

Describe the purpose of a table and how it relates to a spreadsheet.

8.2.2

Create and print a table and/or range that displays and sums the values of different data types.

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8.2.3

Identify various types of charts (e.g., line, bar, pie, scatter) and common chart components (e.g., vertical axis, horizontal axis, legend), and explain when to use each chart type.

8.2.4

Create various types of charts based on data sets defined in a spreadsheet.

8.2.5

Modify chart types to appropriately represent base data.

Subdomain 8.3

Demonstrate proficiency in using complex spreadsheet tools such as formulas and functions.

8.3.1

Identify various spreadsheet functions (i.e., preset formulas), including sum, average, count, maximum value, minimum value, etc.

8.3.2

Sum the numeric values of multiple cells.

8.3.3

Insert common formulas into a spreadsheet, including addition, subtraction, multiplication, division, subtotals, grand totals, text manipulations, etc.

8.3.4

Distinguish between absolute and relative cell references in a spreadsheet.

8.3.5

Use conditional formatting to highlight text in a spreadsheet.