

ICT Spreadsheet Essentials Lesson 3



Bell Ringers

For your convenience, we have provided a Bell Ringers section at the beginning of each lesson. You may choose to use these bell ringers (or create your own) in various ways, such as a starting point for the lesson, as lesson topic transitions, or as homework. For more information and usage ideas, refer to the Bell Ringers section in this course's Front Matter.



Explain the different types of spreadsheet functions.

Describe the purpose of a spreadsheet formula.



Provide examples of when a user might utilize conditional formatting in a spreadsheet.



Describe the difference between absolute and relative cell addressing.

ICT Spreadsheet Essentials Lesson 2



Modifying Advanced Chart Options

Level ■■■



In this activity, you will add borders and shading to a spreadsheet.

1. Start the spreadsheet program of your choice.
2. Open your **Time Sheet-[your first initial and last name]** file.
3. Click the **drop-down arrow** to the right of the Chart1 tab. 
4. Click **Rename**.
5. Change the name of the chart to **Table**.
6. Click the **drop-down arrow** to the right of the Chart2 tab. 
7. Click **Rename**.
8. Change the name of the chart to **Line Chart**.
9. With the **Line Chart** activated, click **Advanced edit**.
10. Click the **Customize** tab.
11. Change the **Title** of the chart to **Hours Worked**.
12. Click on the box directly under **Legend** and select **None** to remove the legend.
13. Change the **Horizontal Axis Title** to **Day**.
14. Change the **Left Vertical Axis Title** to **Hours**.
15. Under the **Series** section, change the **Color** to **green**.
16. Click **Update**.

Your completed spreadsheet should look similar to Figure A2-6.

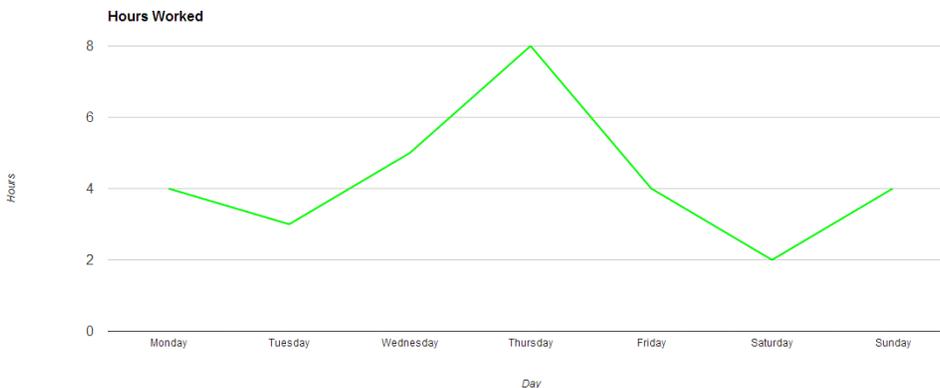


Figure A2-6

17. Close your spreadsheet. Submit the file to your teacher as directed.