

IC3 - Spreadsheet Functions

Programme Title:	Internet and Computing Core Certification (IC3)
Module Title:	Spreadsheet Functions
Content Provider:	Computer Press

Overview

Be able to modify worksheet data and structure. Be able to sort data and manipulate data using formulas and functions. Be able to format a worksheet. Be able to add pictures and charts to a worksheet.

Content Outline

Modifying Worksheets

- Inserting data
- Modifying data
- AutoFill
- Insert & delete cells
- Insert & delete rows & columns
- Insert & delete worksheets
- Adjust columns and rows
- AutoFit
- Hide and unhide

Formulas and Functions

- Sort on one criteria
- Sort on multiple criteria
- Insert formulas
- Frequently used functions
- Insert formulas and functions
- Modify formulas and functions
- AutoSum
- Formula and function errors
- Drawing conclusions based on data
- Absolute vs. relative

Formatting Worksheets

- Number formats
- Borders and shading
- Cell alignment
- Create and apply styles
- Table AutoFormats
- Format Painter
- Page break
- Headers and footers
- Set a print area
- Print scaling
- Printing gridlines
- Repeating rows and columns

Pictures and Charts

- Insert pictures
 - Insert drawn objects
 - Create a chart
 - Change chart type
 - Modify chart elements
 - Graph accuracy
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Certification/Qualifications

This IC3 module prepares students to sit the IC3 - Key Applications external assessment. See <http://www.ic3.co.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the three (3) modules that make up the IC3 - Key Applications external assessment is thirty-seven (37) hours.