

## **COMPUTER APPLICATIONS TECHNOLOGY - SPREADSHEET CHECKLIST**

Use the following checklists to make sure you have covered all that you need to know in terms of Functions and Skills related to Microsoft Excel. If there is anything you are not sure of, ask your teacher for assistance.

### **GRADE 10**

<b>FUNCTIONS</b>	
AVERAGE	
COUNT	
COUNTIF	
MAX	
MEAN	
MIN	
MODE	
RAND	
SUM	
TODAY	

<b>SKILLS</b>	
CELL DATA TYPES	
FORMATTING CELLS	
FORMATTING SHEETS/ROWS/COLUMNS	
ERROR INDICATORS	
SORTING DATA	
RENAMING WORKSHEET	
HEADERS AND FOOTERS	
PRINTING	
GRAPHS (BASIC INTRO)	
BASIC INTEGRATION	

# COMPUTER APPLICATIONS TECHNOLOGY - SPREADSHEET CHECKLIST

## GRADE 11

<b>FUNCTIONS</b>	
AVERAGE	
COUNT	
COUNTA	
COUNTBLANK	
COUNTIF	
LARGE	
MAX	
MEAN	
MIN	
MODE	
POWER	
RAND	
ROUND	
SMALL	
SUM	
SUMIF	
TODAY	

<b>SKILLS (including Gr10)</b>	
ABSOLUTE CELL REFERENCING	
AUTOFILL	
CHARTS AND GRAPHS (EDITING)	
CIRCULAR REFERENCE ERRORS	
CONDITIONAL FORMATTING	
FREEZING PANES	
GRIDLINES	
INTEGRATION WITH OTHER PACKAGES	
INTEGRATION WITHIN PACKAGE	
PRINT OPTIONS AND AREAS	
ROUNDING OFF NUMBERS	
TEMPLATES	
WORKING BETWEEN WORKSHEETS	

# COMPUTER APPLICATIONS TECHNOLOGY - SPREADSHEET CHECKLIST

## GRADE 12

FUNCTIONS	
AVERAGE	
CONCATENATE	
COUNT	
COUNTA	
COUNTBLANK	
COUNTIF	
FIND	
HLOOKUP	
LARGE	
LEFT	
LEN	
MAX	
MEAN	
MID	
MIN	
MODE	
POWER	
RAND	
RIGHT	
ROUND	
SMALL	
SUM	
SUMIF	
SUMIFS	
TODAY	
VALUE	
VLOOKUP	

SKILLS	
NESTED IF'S	
DATE AND TIME CALCULATIONS	
#N/A ERROR	
STATISTICAL, LOGICAL, LOOKUPS AND REFERENCE	
ADVANCED GRAPH EDITING	

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