

ICT Spreadsheets Essentials

Objectives Matrix

The *ICT Spreadsheet Essentials* course focuses on fundamentals of creating and using spreadsheets. Students will learn about the purpose of spreadsheets, and they will identify spreadsheet elements. They will learn how to insert, format, copy and move cell data, and format columns and rows. They will also create tables and charts, and modify chart elements according to the spreadsheet data. Finally, they will be introduced to functions, formulas and conditional formatting.

ICT Spreadsheets Essentials Objective	ICT Spreadsheets Essentials Courseware Lesson(s) and Section(s)
Domain 8.1: Develop and apply fundamental spreadsheet skills, including identifying spreadsheet elements, navigating spreadsheets, inserting various data types, copying and moving data, formatting cells, sorting and filtering data, inserting and resizing columns and rows, merging cells, and applying shading and borders.	
8.1.1: Define "spreadsheet" and describe ways it may be used.	Lesson 1: Introduction to Spreadsheets - Spreadsheet Basics
8.1.2: Identify the parts of the spreadsheet display, including cells, columns and rows, cell references, cell range.	Lesson 1: Introduction to Spreadsheets - Spreadsheet Basics
8.1.3: Create and navigate through multiple spreadsheets in a file.	Lesson 1: Introduction to Spreadsheets - Spreadsheet Basics
8.1.4: Insert and format text information in spreadsheet cells.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.5: Insert and format numeric information in spreadsheet cells.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.6: Insert and format date and time information in spreadsheet cells.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.7: Select multiple cells, including adjacent and non-adjacent ranges, using mouse and keyboard techniques.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.8: Copy and/or move information from one or more cells to another part of the spreadsheet.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.9: Use the Undo and Redo tools in a spreadsheet.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.10: Apply and modify cell formatting for currency, date and percentage values.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.11: Use the Sort function to organize information numerically or alphabetically, including multiple levels of sorting.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data

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8.1.12: Use the Filter function to display spreadsheet data based on specific criteria.	Lesson 1: Introduction to Spreadsheets - Creating and Managing Spreadsheet Data
8.1.13: Resize column width and row height in a spreadsheet.	Lesson 1: Introduction to Spreadsheets - Formatting Cells, Columns and Rows
8.1.14: Insert and delete columns and rows in a spreadsheet.	Lesson 1: Introduction to Spreadsheets - Formatting Cells, Columns and Rows
8.1.15: Merge and unmerge cells in a spreadsheet.	Lesson 1: Introduction to Spreadsheets - Formatting Cells, Columns and Rows
8.1.16: Apply shading and borders to a spreadsheet.	Lesson 1: Introduction to Spreadsheets - Formatting Cells, Columns and Rows
Domain 8.2: Demonstrate proficiency in using moderately complex spreadsheet tools such as tables and charts, including table ranges, creating tables, identifying chart types and components, creating charts, and modifying chart types to represent base data.	
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.	Lesson 2: Working with Charts - Utilizing Spreadsheet Charts
8.2.4: Create various types of charts based on data sets defined in a spreadsheet.	Lesson 2: Working with Charts - Utilizing Spreadsheet Charts
8.2.5: Modify chart types to appropriately represent base data.	Lesson 2: Working with Charts - Utilizing Spreadsheet Charts
Domain 8.3: Demonstrate proficiency in using complex spreadsheet tools such as formulas and functions, including using spreadsheet functions, inserting common spreadsheet formulas, absolute vs. relative cell references, and conditional formatting.	
8.3.1: Identify various spreadsheet functions (i.e., preset formulas), including sum, average, count, maximum value, minimum value, etc.	Lesson 3: Working with Formulas and Functions - Exploring Common Spreadsheet Functions
8.3.2: Sum the numeric values of multiple cells.	Lesson 3: Working with Formulas and Functions - Exploring Common Spreadsheet Functions
8.3.3: Insert common formulas into a spreadsheet, including addition, subtraction, multiplication, division, subtotals, grand totals, text manipulations, etc.	Lesson 3: Working with Formulas and Functions - Using Common Spreadsheet Formulas
8.3.4: Distinguish between absolute and relative cell references in a spreadsheet.	Lesson 3: Working with Formulas and Functions - Using Common Spreadsheet Formulas
8.3.5: Use conditional formatting to highlight text in a spreadsheet.	Lesson 3: Working with Images and Shapes in Documents - Working with Conditional Formatting