

Computer Applications I

Content Outline

F. Spreadsheets

Competency: 06 Use spreadsheet software with alternative input devices
Objective: 6.01 Demonstrate basic spreadsheet concepts and functions

- I. Design
- II. Create
 - A. Input Data Using Keyboard or Menu Commands
 - 1. Labels
 - 2. Values
 - 3. Dates
 - 4. Formulas
 - B. Input Data Using Alternative Input Devices
 - 1. Labels
 - 2. Values
 - 3. Dates
 - 4. Formulas
- III. Calculate with Simple Formulas
 - A. Addition
 - B. Subtraction
 - C. Multiplication
 - D. Division
- IV. Save
 - A. Using menu, keyboard commands
 - B. Using speech commands
- V. Print
 - A. Portrait
 - B. Landscape
 - C. With/without gridlines
 - D. With/without row and column headings
- VI. Retrieve
- VII. Edit
 - A. Update cell content
 - B. Insert
 - 1. Rows
 - 2. Columns
 - C. Delete
 - 1. Rows
 - 2. Columns

- D. Cell Format Features
 - 1. General
 - 2. Number
 - 3. Currency
 - 4. Percentage
 - 5. Text
 - 6. Comma
 - 7. Decimal places
- E. Align data
 - 1. Right
 - 2. Left
 - 3. Indent
 - 4. Center
 - 5. Center across selection

Competency: 06 Use spreadsheet software with alternative input devices
Objective: 6.02 Explain advanced spreadsheet concepts and functions

- I. Advanced Calculations
 - A. Formulas
 - 1. Mathematical operators
 - 2. Order of operations
 - B. Functions
 - 1. Sum
 - 2. Average
 - 3. Count
 - 4. Maximum
 - 5. Minimum
 - 6. If Statements
 - 7. Lookup Tables, Pivot Tables
- II. Replication Features
 - A. Cut/paste
 - B. Copy/paste
 - 1. Absolute reference
 - 2. Relative reference
 - 3. Mixed reference
 - C. Edit/fill series
 - 1. Absolute reference
 - 2. Relative reference
 - 3. Mixed reference
 - 4. Auto-numbering
 - a. Beginning
 - b. Ending
 - c. Step value
 - 5. Date
 - D. Paste special
 - 1. Contents
 - 2. Formulas
 - 3. Values
 - 4. Formats
 - 5. Calculate
 - a. Add
 - b. Subtract
 - c. Multiply
 - d. Divide

- III. Screen and Window Features
 - A. Freeze/unfreeze panes
 - B. Split panes
 - C. Arrange windows
 - 1. Tile
 - 2. Horizontal
 - 3. Vertical
 - 4. Cascade
 - D. Hide columns
- IV. Data Manipulation Features
 - A. Sort
 - 1. Ascending
 - 2. Descending
 - 3. Simple
 - 4. Multiple
 - B. Filter
- V. Spreadsheet Enhancement Features
 - A. Borders
 - B. Color
 - C. Shading
 - D. Shadow
 - E. Font
 - F. Other design elements
 - 1. WordArt
 - 2. Graphic images
 - 3. Comment
 - 4. Callouts
 - 5. Textboxes
- VI. Object Linking and Embedding
 - A. Linking
 - B. Embedding

Competency: 06 Use spreadsheet software with alternative input devices
Objective: 6.03 Demonstrate advanced spreadsheet concepts and functions

- I. Advanced Calculations
 - A. Use formulas
 - 1. Mathematical operators
 - 2. Order of operations
 - B. Use functions
 - 1. Sum
 - 2. Average
 - 3. Count
 - 4. Maximum
 - 5. Minimum
 - 6. If Statements
 - 7. Lookup Tables
- II. Use Replication Features
 - A. Cut/paste
 - B. Copy/paste
 - 1. Absolute reference
 - 2. Relative reference
 - 3. Mixed reference
 - C. Edit/fill series
 - 1. Absolute reference
 - 2. Relative reference
 - 3. Mixed reference
 - 4. Auto-numbering
 - a. Beginning
 - b. Ending
 - c. Step value
 - 5. Date
 - D. Paste special
 - 1. Contents
 - 2. Formulas
 - 3. Values
 - 4. Formats
 - 5. Calculate
 - a. Add
 - b. Subtract
 - c. Multiply

- III. Screen and Window Features
 - A. Freeze/unfreeze panes
 - B. Split panes
 - C. Arrange windows
 - 1. Tile
 - 2. Horizontal
 - 3. Vertical
 - 4. Cascade
 - D. Hide columns
- IV. Data Manipulation Features
 - A. Sort
 - 1. Ascending
 - 2. Descending
 - 3. Single
 - 4. Multiple
 - B. Filter
- V. Spreadsheet Enhancement Features
 - A. Borders
 - B. Color
 - C. Shading
 - D. Shadow
 - E. Font
 - F. Other design elements
 - 1. WordArt
 - 2. Images
 - 3. Comments
 - 4. Callouts
 - 5. Textboxes
- VI. Object Linking and Embedding
 - A. Linking
 - B. Embedding

Competency: 06 Use spreadsheet software with alternative input devices
Objective: 6.04 Design and create charts and graphs

- I. Charts and Graphs
 - A. Column charts
 - B. Bar graphs
 - C. Line charts
 - D. Pie charts
 - E. Scatter charts
 - F. Area graph
- II. Pivot Tables
 - A. Construct a pivot table
 - B. Import a pivot table into a Word document
 - C. Demonstrate auto update concepts
- III. Integration Through Object Linking and Embedding
 - A. Insert spreadsheets into Word documents
 - B. Insert graphs into Word documents

Competency: 06 Use spreadsheet software
Objective: 6.05 Complete a spreadsheet cornerstone project applying integration techniques with other applications

- I. Plan documents that integrate spreadsheet, digital communications, charting, word processing, desktop publishing features
 - A. Internet research
 - 1. Competitive companies
 - 2. Product prices
 - B. Organize notes
- II. Spreadsheet
 - A. Selected companies
 - B. Similar product prices
- III. Chart
- IV. Word Document
 - A. Product's purpose and use
 - B. Evaluation
 - 1. Product's specifications
 - 2. Advantages and disadvantages
- V. Flyer Using Desktop Publishing
 - A. Word processing text imported
 - B. Spreadsheet chart imported
 - C. Flyer enhanced with graphics
- I. Create Documents