

NAME: _____

Spreadsheet Skills: (1.3 g-l)

SKILL	TICK WHEN COMPLETED
Use single operators e.g. minus, plus etc.	
Use sum function	
Sort data – ascending or descending	
Change page orientation	
Merge cells	
Add formatting features e.g. bold, borders, font size, footer	
Add your name and page number in footer	
Format the cells to currency with two decimal places	
Create a pie chart (Chart placed in new sheet within the spreadsheet workbook)	
Add a chart title	
Add data labels to the chart	
Add a legend to the chart	
Show version of formulas displayed (placed in new sheet within the spreadsheet workbook)	