

**NAME:** \_\_\_\_\_

**Spreadsheet Skills:** (2.3 h-j)

<b>SKILL</b>	<b>TICK WHEN COMPLETED</b>
Use the following functions: sum, average, maximum and minimum	
Create formula using multiple operators	
Create formula using IF statement	
Absolute cell reference	
Sort A-Z	
Merge and Centre cells	
Change row height/column width	
Footer details	
Borders and shading	
Change page orientation	
Format the cells to currency with two decimal places	
Display Gridlines and Headings.	
Create a pie chart (Chart placed in new sheet within the spreadsheet workbook)	
Create a column chart to show comparisons (Chart placed in new sheet within the spreadsheet workbook)	
Chart title/axis titles and legend.	
Display data labels	
Display gridlines	
Show version of formulas displayed	
Logo placed on spreadsheet	
Rename Sheets	