

## Communicating Spreadsheets

### Key:

<i>i</i> – skill is introduced		<i>r</i> – skill is reinforced		skill is used independently	
--------------------------------	--	--------------------------------	--	-----------------------------	--

Communicating - Spreadsheets	Stage 2		Stage 3	
<b>Using a spreadsheet</b>	3	4	5	6
Understand uses of spreadsheet	i	r		
Understand such terms as cell, column...	i	r		
Gather information	i	r		
<b>Creating a spreadsheet</b>	3	4	5	6
Enter & edit data in cells	i	r		
Identify a cell	i	r		
Identify the formula bar	i	r		
Change column width & height	i	r		
Insert a row or column	i	r		
Delete row or column	i	r		
Insert graphics	i	r		
Apply formulae			i	r
<b>Retrieving data</b>	3	4	5	6
Sort data	i	r		
Create charts/graphs	i	r		
Print spreadsheets	i	r		

