GES ICT Term 1 (Sept-Oct, 2019)

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| TOPICS: Spreadsheets  |

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| Theme: Formula simple and advanced | Level: Year 9 |
| Objectives: To be able to apply and use advanced functions |

Resources – Worksheets teach-ict.com

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| Focussing Questions  | Key Words  |
| * Can you identify the main features of a spreadsheet?
* Can you create a simple spreadsheet?
* Can you use advanced formulae to perform calculations?
* Can you set print area?
* Use Page Setup-gridlines/header and footer
* Can you display Formulae/values?
* Can you merge cells and wrap text?
* Can you create charts and graphs?
* Can you hide rows/columns/sheets?
* Can you print selected cells?
* Can you use if statements and nested if statements?
* Can you use Countif?
* Can you use Sumif?
* Can you use Vlookup?
* Can you use CountA Countblank?
* Can you perform data validation on cells?
* Can you use data filter?
 | Cell column rowFunctionsFormulaePrint areaLandscape/PortraitIf statementLogical test /T/FCriteria rangeCriteria lookup range sum rangeValidation criteriaValues list integerFilter custom filter | Explaining words...so.....because...Therefore...As a result...This means that...Therefore...This caused......Due to the fact... |