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 row  Functions  Formulae  Print area  Landscape/Portrait  If statement  Logical test /T/F  Criteria range  Criteria lookup range sum range  Validation criteria  Values list integer  Filter custom filter | Explaining words  ...so...  ..because...  Therefore...  As a result...  This means that...  Therefore...  This caused...  ...Due to the fact... |