Year 9: ASK Yourself!

Subject: ECDL
Unit: Summer Term - Excel

	Launching 4	Developing 3	Progressing 2	Mastering 1
S kills				
	I can use Excel to create a simple spreadsheet using formulas.	I can use Excel to create a spreadsheet and save this in the right file format.	I can use Excel competently and accurately print out the sections that I need.	I am competent at using functions and formulas in Excel and can create effective and informative graphs.
K nowledge				
	I know when it is appropriate to save a spreadsheet with a different file format.	I know what formatting is appropriate for different audiences.	I can explain the difference between simple and complex graphs.	I know what a template is and when it would be appropriate to save a spreadsheet as one.
	I know how to activate the help for spreadsheet software.	I know more than one way of activating the help for spreadsheet software.	I know how to quickly find information using the help for the spreadsheet software.	I know how to view a spreadsheet in different views to help a user complete a task and can explain this for a given situation.