



# SPREADSHEETS

## UNIT 7 Sections 10.1-10.5

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher: \_\_\_\_\_

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to identify spreadsheet parts. (10.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enter data. (10.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to select cells. (10.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format and edit data. (10.1) (NETS 1b, 2b & c, 3a & b)				
Identify Spreadsheet Parts. (10.1 Project 1) (NETS 1b, 2b & c, 3a & b)				
Edit and Format Data. (10.1 Project 2) (NETS 1b, 2b & c, 3a & b)				
Edit and Format Data #2. (10.1 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Spreadsheet Basics (10.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a new spreadsheet. (10.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to change column widths. (10.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to insert rows and columns. (10.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to delete rows and columns. (10.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to sort data. (10.2) (NETS 1b, 2b & c, 3a & b)				
Create a New Spreadsheet and Change Column Width. (10.2 Project 1) (NETS 1b, 2b & c, 3a & b)				
Insert and Delete Columns and Rows. (10.2 Project 2) (NETS 1b, 2b & c, 3a & b)				

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Sort a List of Data. (10.2 Project 3) (NETS 1b, 2b & c, 3a & b)				
Create a Spreadsheet. (10.2 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Create and Edit a Spreadsheet. (10.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enter a simple formula to add. (10.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enter a simple formula to subtract. (10.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enter a simple formula to multiply. (10.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enter a simple formula to divide. (10.3) (NETS 1b, 2b & c, 3a & b)				
Introduction to Formulas. (10.3 Project 1) (NETS 1b, 2b & c, 3a & b)				
Enter a Subtraction Formula. (10.3 Project 2) (NETS 1b, 2b & c, 3a & b)				
Enter a Multiplication Formula. (10.3 Project 3) (NETS 1b, 2b & c, 3a & b)				
Enter a Division Formula. (10.3 Project 4) (NETS 1b, 2b & c, 3a & b)				
Create Formulas. (10.3 Project 5) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Use Simple Formulas. (10.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use simple functions in formulas. (10.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use the Fill Right command. (10.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use the Fill Down command. (10.4) (NETS 1b, 2b & c, 3a & b)				
Enter the SUM Function Formula. (10.4 Project 1) (NETS 1b, 2b & c, 3a & b)				
Enter the AVERAGE Function Formula. (10.4 Project 2) (NETS 1b, 2b & c, 3a & b)				
Enter the MINIMUM and MAXIMUM Function Formulas. (10.4 Project 3) (NETS 1b, 2b & c, 3a & b)				

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Using the Fill Right and Fill Down Commands. (10.4 Project 4) (NETS 1b, 2b & c, 3a & b)				
Calculate Formulas. (10.4 Project 5) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Enter Functions (10.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to understand the parts of a chart. (10.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a bar chart. (10.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a line chart. (10.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a pie chart. (10.5) (NETS 1b, 2b & c, 3a & b)				
Create a Bar Chart. (10.5 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create a Line Chart. (10.5 Project 2) (NETS 1b, 2b & c, 3a & b)				
Create a Pie Chart. (10.5 Project 3) (NETS 1b, 2b & c, 3a & b)				
Create a Chart. (10.5 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Create Charts. (10.5) (NETS 1b, 2b & c, 3a & b)				
<b>REVIEW:</b> Applies skills learned to create and edit a spreadsheet, calculate with simple function formulas and create a chart. (Section 10) (NETS 1b, 2b & c, 3a & b, 5a & c)				
<b>Add Up Overall Scores</b> ----->				

Your Score \_\_\_\_\_

Total Possible Score \_\_\_\_\_

**Teacher Comments:**