



Technology Proficiency Exam

Spreadsheets

A. Getting Started

1. Be able to open a spreadsheet application.
2. Be able to open existing spreadsheets, make modifications, and save the spreadsheets.
3. Be able to create a new spreadsheet and save it to hard disk, diskette or zip disk, and a network drive.
4. Be able to use help functions.
5. Be able to save spreadsheets as HTML format, for use in creating web pages.
6. Be able to close the application.

B. Basic Operations

1. Be able to enter numbers, text, special symbols or characters, and simple formulas in a cell.
2. Be able to use the undo command.
3. Be able to select a single cell and a range of adjacent cells.
4. Be able to select a single row or column and a range of adjacent rows or columns.
5. Be able to use copy and paste tools correctly and effectively to duplicate and move cell contents to another part of a worksheet.
6. Be able to move cell contents between active worksheets and between active spreadsheets.
7. Be able to delete cell contents.
8. Be able to insert and delete rows and columns. Be able to hide the contents of a cell column.
9. Be able to modify column width. Be able to change the width of a selected column to automatically fit the widest entry in the column
10. Be able to sort selected data in ascending or descending order.
11. Be able to produce different types of charts and graphs (pie charts, bar charts, line graphs, and scatter graphs.) from spreadsheet data. Be able to add chart titles, specify axis labels, and add legends, where appropriate.
12. Be able to add titles to charts and graphs.
13. Be able to change types of charts and graphs.
14. Be able to merge the contents of selected cells into a single cell.
15. Be able to sort the elements in a selected column by a specific criteria.

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C. Formulas and Functions

1. Be able to use basic arithmetic and logical formulas involving addition, subtraction, multiplication, and division in a spreadsheet.
2. Be able to understand and use relative cell referencing in formulas or functions.
3. Be able to use the sum function and the average function in a spreadsheet.
4. Be able to understand and use absolute cell referencing in formulas or functions.
5. Be able to find the largest or smallest number in a specified range of cells ignoring text and logical values.
6. Be able to specify that cells containing formulas will display the formula (not the result of the formula) in the cell.

D. Formatting

1. Be able to format cells to display different number styles: number of decimal places, number of zeros after the decimal point, with or without commas to indicate thousands, as standard US currency style.

E. Finishing the Spreadsheet

1. Be able to adjust spreadsheet setup to fit one page.
2. Be able to change spreadsheet orientation - portrait or landscape, and page size.
3. Be able to add gridlines to spreadsheet before printing.
4. Be able to print-preview a spreadsheet.
5. Be able to print a spreadsheet or a worksheet or only a selected portion of a worksheet from an installed printer.

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