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| HCCMS Table of Specificity |
| UNIT: Excel Spreadsheets |
| STANDARDS: | Creates, manages, and utilizes documents using spreadsheet tools and applications. |
| KNOWLEDGE OF: | TERMS | FACTS | RULES & PRINCIPLES | PROCESSES & PROCEDURES |
| AutosumAverageBordersCellsChartFormulaRows and ColumnsSum | All spreadsheet toolbars are at the top of the page.Each spreadsheet toolbar is divided into section.The Office Button contains multiple functionsThe status bar at the bottom allows you to change the view of the spreadsheetA spreadsheet must have borders before printing | Placing the tip of the mouse on a spreadsheet toolbar button brings up the information window which tells what it does.Some spreadsheet toolbar sections have a dialog box that shows all the tools available.Undo allows you to reverse any process one step at a time.Drag and drop allows you to move numbers and text anywhere in the spreadsheet. | In order to do anything with text or numbers in a spreadsheet, the cells must be highlighted first.Before any formula operations can be used, the cells containing the data must be highlightedYou must highlight the data in a spreadsheet before you can create a chart (graph). |
| COMPREHENSION/ TRANSLATION | Identify the spreadsheet toolbars and where they are located.Identify the parts of a spreadsheetUse drag and drop to rearrange a spreadsheet |
| APPLICATION | Use the appropriate toolbar buttons to edit and modify a spreadsheetFormat a spreadsheet for printing.Use Chart Tools to modify a Chart. |
| ANALYSIS & SYNTHESIS | Create a spreadsheet that calculates sums and averages.Create a Chart from a spreadsheet using Chart Tools design, layout, and format. |