

# Spreadsheets Checklist

## Basics:

### Know:

- Worksheet Terminology

### Know the:

- Format Cells Dialog box, including:
  - The Number Tab
  - The Alignment Tab

### Know how to:

- Insert new rows, columns, and cells
- Save your document

## Create Formulas:

### Know the:

- Parts of a Formula
- Arithmetic Operators
- Order of Mathematical Operations

### Know how to:

- Create Formulas

### Know how to use the:

- COUNT Function
- SUM Function
- AVERAGE Function
- MAX Function
- MIN Function

### Know how to use:

- AutoSum
- AutoFill

## Create Charts:

### Know all:

- Chart types
- Chart terminology

### Know how to use the:

- Chart wizard

## Filtering and Sorting

### Know how to:

- Filter data
- Sort data

## Printing

### Know how to:

- Set page options

- Add headers and footers
- Print gridlines