

NAME \_\_\_\_\_



Easy



Moderate

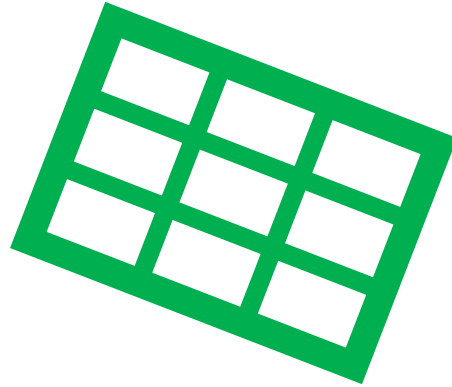


Tricky but not impossible

## CONTENT

You will need to create your own spreadsheet(s) for your presentation

- Save a spreadsheet with another version number
- Switch between open spreadsheets
- Change the zoom level to a specific number
- How to apply gridlines
- How to use Find and Replace
- How to sort data
- Important formulas
  - Arithmetic (+ - / \*)
  - SUM
  - AVERAGE
  - MIN & MAX
  - COUNT & COUNTA
  - ROUND
  - IF
- How to use an absolute reference (\$)
- How to add a percentage to price and reduce a price by a percentage
- How to merge cells
- How to change the format of a cell
- How to make a column chart, add axis and data labels and titles and change the colour of the bars
- Ensure the spreadsheet fits neatly on one page, landscape orientation
- Including a header/footer
- How to freeze rows at the top



## PRESENTATION

You will need to present your revision guide as a presentation

- Consistent theme, created in a Master Slide
- Screenshots to demonstrate what you are showing
- Callouts to explain what is being shown where appropriate
- Animations and transitions

