Overview of work Jan to April 2021   Year Group S3 Admin & IT

January

TOPIC: SPREADSHEETS
Spreadsheet features
- Adding
- Subtraction
- Multiplication
- Division
- Sum Function
- Average Function

February

Spreadsheet features
- Adding a row
- Adding a column
- Moving a column
- Maximum function
- Minimum function

March

Spreadsheet features:
- Named Cell
- Formatting Main Heading
- Formatting Column Headings
- Sorting a spreadsheet
- Bordering a cell
- Shading a cell
- Copying a section of a spreadsheet into a Word document
- Charts and graphs

April

- Nat 4 Spreadsheets assessment