Learning Targets for Module 2, Chapter 17:

# I can…

|  |  |  |  |
| --- | --- | --- | --- |
| Standard  Module 2 | Description/Skills Set | Level of Knowledge  1 – got it  2 – getting it  3 – no clue | Level of Knowledge  1 – got it  2 – getting it  3 – no clue |
|  |  | **Beginning of Chapter** | **End of Chapter** |
| 1.1.2 | Identify the parts of the Excel screen. |  |  |
| 1.1.3 | Navigate through an Excel document. |  |  |
| 1.1.5 | Change views in an Excel document |  |  |
| 1.1.6 | Change magnification in an Excel document. |  |  |
| 3.1.3 | Enter data and modify in an Excel document. |  |  |
| 3.1.4 | Insert and delete rows, change column width and row height. |  |  |
| 1.3.2 | Copy, clear, move, and delete data. |  |  |
| 1.3.3 | Use the undo and redo features. |  |  |
| 1.3.6 | Use the AutoFill feature to copy and enter data into a range of cells. |  |  |
|  |  |  |  |

**Chapter 17 Key Vocabulary**

* **Active cell:**
* **AutoFill:**
* **Cell:**
* **Cell reference:**
* **Column heading:**
* **Range:**
* **Row heading:**
* **Spreadsheet:**
* **Value:**
* **Workbook:**
* **Worksheet:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How Do I? | Ribbon  (Tell me which one) | Group  (Tell me which one) | Button or Dialogue Box | Office Button  (Tell me where to go) |
| Identify the parts of the Excel screen. |  |  |  |  |
| Navigate through an Excel document. |  |  |  |  |
| Change views in an Excel document |  |  |  |  |
| Change magnification in an Excel document. |  |  |  |  |
| Enter data and modify in an Excel document. |  |  |  |  |
| Insert and delete rows, change column width and row height. |  |  |  |  |
| Copy, clear, move, and delete data. |  |  |  |  |
| Use the undo and redo features. |  |  |  |  |
| Use the AutoFill feature to copy and enter data into a range of cells. |  |  |  |  |