Learning Targets for Module 2, Chapter 18:

I can…

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| --- | --- | --- | --- |
| StandardModule 2 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Level of Knowledge1 – got it2 – getting it3 – no clue |
|  |  | **Beginning of Chapter**  | **End of Chapter** |
| 3.1.1 | Identify how a table of data is organized and structured. |  |  |
| 3.1.2 | Identify the structure of a well-organized, useful worksheet. |  |  |
| 3.1.3 | Insert and modify data. |  |  |
| 3.1.4 | Modify table structure. |  |  |
| 3.1.5 | Identify and change number formats, including Number, Currency, Date and Time, Percentage, and number of decimal places. |  |  |
| 3.1.6 | Apply borders and shading to cells. |  |  |
| 3.1.7 | Specify cell alignment. |  |  |
| 3.1.8 | Apply table Autoformats. |  |  |
| 3.1.10 | Identify common uses of spreadsheets as well as elements of a well-organized, well-formatted spreadsheet. |  |  |
| 3.2.1 | Sort worksheet data. |  |  |
| 3.2.2 | Use filters to select data. |  |  |

Reflection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 18 Key Vocabulary**

* **Cell style:**
* **Filter:**
* **Freeze:**
* **Header row:**
* **Sheet tab:**
* **Split:**
* **Table style:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How Do I?** | Ribbon (Tell me which one) | Group (Tell me which one) | Button or Dialogue Box | Office Button (Tell me where to go) |
| Hide and unhide columns or rows |  |  |  |  |
| Freeze and unfreeze columns and rows |  |  |  |  |
| Rename worksheets |  |  |  |  |
| Merge cells |  |  |  |  |
| Add borders and shading to a worksheet |  |  |  |  |
| Sort and filter data |  |  |  |  |
| Change the page setup and add headers/footers |  |  |  |  |
| Create a new document based on a template. |  |  |  |  |
| Customize print options  |  |  |  |  |