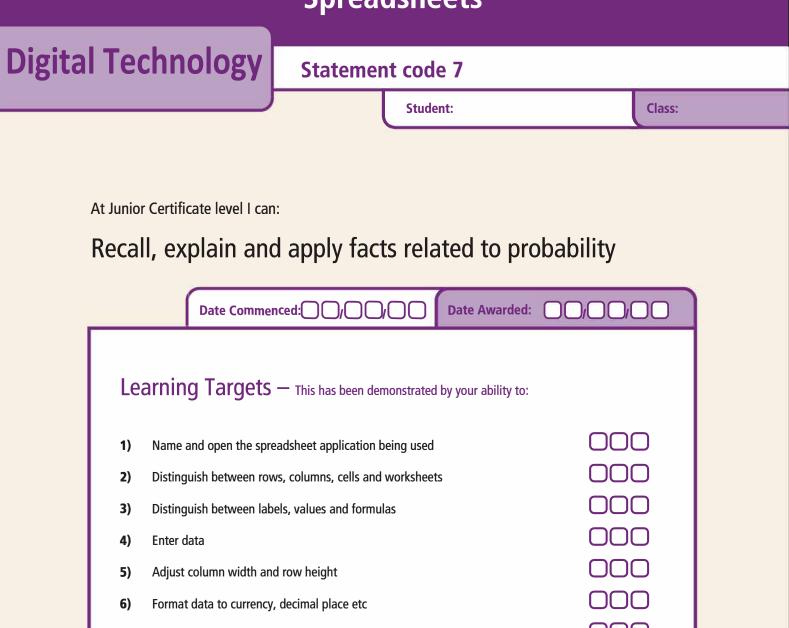
Spreadsheets



6)	Format data to currency, decimal place etc	
7)	Enter formulas using + - * / operators	000
8)	Enter Sum and Average functions	$\bigcirc\bigcirc\bigcirc\bigcirc$
9)	Create pie, bar column and trend graphs	000
10)	Format worksheet to show gridlines and row and column headings	000
11)	Print all or part of a spreadsheet	000
12)	Close a file and exit the spreadsheet application	000

Work begun 🛛 💭 🛛 🖉 Work in progress 💭 💭 🖉 Work completed