

BCLD Spreadsheet Class

Student: _____ Date Started: ____ / ____ / ____

Skill 1- Open Your Spreadsheet Software _____

Open Excel, LibreOffice Calc, or Google Sheets
Create a new Sheet

Skill 2- Save/Open, Import/Export _____

Enter data into a cell or two
Save, close the program, then open the saved file
Import/Export a .csv file

Skill 3- Page Layout _____

Freeze a row or column
Select multiple cells and add a shade or border

Skill 4- Sum & SumIf function _____

Create a table with numerical data
Add up the data using Sum
Add up the data using SumIf

Skill 5- Count & CountIf Function _____

Create a table with text data
Perform a Count on the data
Perform a CountIf on the data

Skill 6- Vlookup Function _____

Create a table and perform a vlookup
Explore other functions and/or combine functions

Skill 7- Graphs & Printing _____

Create a graph based on some numerical data
Explore the print settings
Print to a file

Instructor: _____ Completed: ____ / ____ / ____
