

## Guidance on knowledge assumed for the CA2 Module

It is expected that students will be familiar with computer based spreadsheets and word processing packages.

In particular, students need to have successfully worked through the sample projects on the website.

Students should have the following particular skills:

<b>Spreadsheets</b>
<b>Application</b>
Create/ open/ save/ close/ switch between worksheets
Adjust settings to zoom/ freeze/ unfreeze
Format cells to enhance clarity including decimal places/ dates/ applying fonts/ aligning contents
<b>Cells</b>
Edit data/ sort data
Select cells/ copy/ move/ delete cell contents
<b>Worksheets</b>
Insert/ move/ rename/ copy/ delete worksheets
<b>Formulae</b>
Use cell references and standard mathematical and statistical functions to generate formulae
<b>Charts and Graphs</b>
Create and label charts/ graphs using chart wizard
Export to word package
<b>Producing Output</b>
Check results
Set up output including orientation/ margins/ headers/ footers
Preview printing
Print cell range
<b>Word Processing</b>
<b>Application</b>
Create/ open/ save/ close/ switch between documents
Adjust settings to zoom/ change view
Format document to enhance clarity including applying fonts

<b>Text</b>
Insert/ select/ edit/ copy/ move/ delete text
Use search and replace function
Format text to enhance clarity including using bulleted lists
<b>Charts and Tables</b>
Insert charts and graphs from spreadsheet package, resizing if necessary
Create tables
<b>Producing Output</b>
Use spell check function
Set up output including orientation/ margins/ headers/ footers
Preview printing
Print page range