

		Contents in Word 2016, Preview Documents in Word 2016, Printing Documents in Word 2016, Email Documents using Word 2016, Translate Word 2016 Document, Compare Documents in Word 2016, Document Security in Word 2016 and Set Watermark in Word 2016
Microsoft Excel 2016	7-8-9	This section will explain what a Spreadsheet is and how it is benefited, explain how many ways to open a spreadsheet application, this section gives an overview of the Excel screen elements, Define workbook and consists, Explain rows and columns, Explain move in a worksheet, Create a new spreadsheet based on default template, In this section, the file will first be saved as a workbook document, Save a spreadsheet to a location on a drive, Save a spreadsheet as another file type like: template, text file, software specific file extension, version number, Switch between open spreadsheets, Understand that a cell should contain only one element of data, Enter text in a cell, Select a cell, rang of adjacent cells, Select a range of non-adjacent cells, Select an entire worksheet, Edit cell content, modify existing cell content, Use the undo, redo command, Use the search command for specific, Use the replace command for specific content in a worksheet, Use the replace command for specific content in a worksheet, Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order, ascending, descending alphabetic order Copy the content of a cell, cell range within a worksheet, between worksheets, between open, Use the autofill tool/copy handle tool to copy, increment data entries Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets, Delete cell contents Explain move in a worksheet. Create a new spreadsheet based on default template In this section, the file will first be saved as a workbook document Save a spreadsheet to a location on a drive Save a spreadsheet as another file type like: template, text file, software specific file extension, version number Switch between open spreadsheets Understand that a cell should contain only one element of data Enter text in a cell Select a cell, rang of adjacent cells Select a range of non-adjacent cells Select an entire worksheet Edit cell content, modify existing cell content Use the undo, redo command Use the search command for specific content in a worksheet Use the replace command for specific content in a worksheet Sort a cell range by one criterion in ascending, descending numeric order, ascending,

	<p>descending alphabetic order Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets, Use the autofill tool/copy handle tool to copy, increment data entries, Move the content of a cell, cell range within a, worksheet, between worksheets, between open spreadsheets, delete cell contents, Select a range of non-adjacent cells, Select an entire worksheet, Edit cell content, modify existing cell content, Use the undo, redo command, Use the search command for specific content in a worksheet, Use the replace command for specific content in a worksheet Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order, Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets Use the autofill tool/copy handle tool to copy, increment data entries Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets Delete cell contents, Select rows and columns, Insert rows and columns, Delete rows and columns, Modify column widths, row heights, Freeze, unfreeze row and column titles, Apply validation rule based on cell content, Apply conditional formatting based on cell content, Switch between worksheets, Insert a new worksheet, Copy, move worksheets between spreadsheets, Rename worksheet, Delete a worksheet, Hide, show rows, columns, worksheets, Change cell content appearance: font sizes, font types, Apply formatting to cell contents: bold, italic, underline, double underline, Apply different colours to cell content, cell background, Copy the formatting from a cell, cell range to another cell, cell range, Enter and format numbers and dates, Format cells to display a currency symbol, Format cells to display a date style, Format cells to display numbers as percentages, Format cells to display a specific number of decimal places, Format cells to display numbers with, without a separator to indicate thousands Apply text wrapping to contents within a cell, cell range Align cell contents: horizontally, vertically. Adjust cell content orientation. Merge cells and Centre a title in a merged cell. Add border effects to a cell, cell range: lines color, Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division) Identify and understand standard error values , associated with using formulas: #NAME? #DIV/0!, #REF!, Use sum, average,</p>
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Extra notes:

External Evaluator