



YEAR 1	<ul style="list-style-type: none">• Input data into a table already made• Adjust rows and columns• Save and open a spreadsheet
YEAR 2	<ul style="list-style-type: none">• Create a table• Collect and input data• Create bar chart from data.
YEAR 3	<ul style="list-style-type: none">• Add Borders and Fill Colours• Align text in a cell• Insert and delete sheets
YEAR 4	<ul style="list-style-type: none">• Label graphs and charts.• Produce appropriate chart for the data• Use Autosum
YEAR 5	<ul style="list-style-type: none">• Format cells• Create formulas• Find and replace data
YEAR 6	<ul style="list-style-type: none">• Add filters.• Create multiple worksheets linking data