## 116937 Knowledge Questionnaire

Specific Outcome 1: Demonstrate an understanding of the principles of spreadsheets

* Spreadsheet is defined in terms of its purpose and use: Uses include but are not limited to: Automation of repetitive calculation tasks, organisation of data into rows and columns
* Examples of spreadsheets that can be produced using a spreadsheet application are provided: At least three examples
* The benefits of using a spreadsheet application for producing and working with spreadsheets are explained At least three benefits
* Examples of spreadsheet programs are named

Specific Outcome 3: Produce a spreadsheet from a given specification: At least 8 rows and 5 columns, first row to be column headings, first column to be row headings, the last row to be column totals, the last column to be row totals. E.g. Row1 \* Row2 = Row3 + Row4 - Row5 = Row6 / Row7 = Row8. Format limited to the assessment criteria of specific outcome 5.

* The benefits of saving a file in different formats is explained: Formats: Text, CSV, HTML, other software versions, other software types

Specific Outcome 7: Print a spreadsheet

* A spreadsheet is previewed in print format
* The printing of gridlines is altered: Printing of gridlines on or off
* Print options are selected to print a spreadsheet: Number of copies, collate sequence
* A spreadsheet is printed to the connected printer

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| 1. **What is the purpose of a spreadsheet? (1)** |
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| 1. **Give three examples of what spreadsheets can be used for in the office or at home (3)** |
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| 1. **Give three benefits of using spreadsheets in the office (3)** |
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| 1. **Name two examples of spreadsheet applications other than Excel (2)** |
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| 1. **Explain the benefits of saving a file in an HTML format. (1)** |
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| 1. **Write down the steps you would follow to view a spreadsheet in print preview. (2)** |
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| 1. **What steps would you follow to change between landscape and portrait page setup in print preview. (4)** |
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| 1. **What steps would you follow to add or remove gridlines in print preview when printing a spreadsheet. (5)** |
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| 1. **Name the steps you would take to print 5 pages of the second page of a spreadsheet. (5)** |
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| 1. **Name the steps taken before printing a spreadsheet and then to print the spreadsheet (3)** |
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1. **Complete the following table in terms of the auto correct and spelling check functions: (7)**

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| **Click** | **To** |
| **Ignore Once** |  |
| **Ignore All** |  |
| **Change** |  |
| **Change All** |  |
| **Add to Dictionary** |  |
| **AutoCorrect** |  |
| **Undo Last** |  |