

FBLA: SPREADSHEET APPLICATIONS

Competency: Formulas	
Tasks	
1.	Create basic formulas with addition, subtraction, multiplication, and division.
2.	Use SUM, MIN, MAX, COUNT, PMT, IF and AVERAGE functions while completing a spreadsheet template.
3.	Use advanced functions/formulas (payment, future, value, and statistical).
4.	Use and change mathematical functions and formulas, including absolute and relative cell references and what-if analysis.
5.	Construct arithmetic formulas to solve typical business-oriented problems.
6.	Use Lookup Functions and tables (Hookup or VLookup).
7.	Create named ranges to be used in formulas and printing.
8.	Evaluate formulas and locate invalid data and formulas.
9.	Use cells from other worksheets inside a formula.
10.	Use the fill handle with formulas.
Competency: Functions	
Tasks	
1.	Demonstrate the functions and terminology of spreadsheet software.
2.	Open, save, print, and close a spreadsheet.
3.	Design, create, and edit spreadsheets using appropriate inputting, editing, and formatting skills.
4.	Navigate and enter values, labels, and dates within a worksheet.
5.	Demonstrate locking and freezing features.
6.	Use wrap text and fill alignment features to make cell entries.
7.	Import data from text files (insert, drag, and drop) and other applications.
8.	Export data to other applications.
9.	Create, edit, and remove a comment.
10.	Apply and remove worksheet and workbook protections and security settings.
11.	Track changes (highlight, accept, and reject).
12.	Insert headers and footers in a spreadsheet.
13.	Manipulate multiple worksheets in a workbook.
14.	Incorporate spreadsheets in word processing documents.
15.	Design and implement a spreadsheet project which includes multiple, integrated spreadsheets.
16.	Use help features and reference materials to learn software and solve problems.

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Competency: Graphics, Charts, and Reports	
Tasks	
1.	Create and modify charts and graphs to visually represent data.
2.	Import graphics elements in spreadsheet.
3.	Change colors and apply spot color to graphics and text.
4.	Add text boxes.
5.	Edit, resize, crop, and manipulate copy and graphics.
6.	Enhance and format charts.
7.	Create embedded charts.
8.	Add and format chart arrows.
9.	Explode pie charts.
10.	Create and format information in reports.
11.	Create advanced reports.
Competency: Purpose for Spreadsheets	
Tasks	
1.	Explain spreadsheets and various options.
2.	Differentiate among a variety of spreadsheet programs.
3.	Organize a problem for solutions with spreadsheet software.
4.	Plan and create a spreadsheet from data designed for a specific purpose.
5.	Analyze, interpret, and present data.
6.	Manipulate spreadsheet data to answer “what if” questions.
Competency: Pivot Tables and Advanced Tools	
Tasks	
1.	Describe use of a pivot table.
2.	Create a pivot table.
3.	Use Pivot Table autoformat.
4.	Trace errors (find and fix errors.)
5.	Link spreadsheet data.
6.	Link workbooks.
7.	Embed objects in spreadsheets.

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Competency: Macros and Templates	
Tasks	
1.	Create, record, edit, and run/apply spreadsheet macros.
2.	Design, create, and edit a template for application.
3.	Add a chart to the template.
4.	Save a worksheet as a template.
5.	Create a workbook from a template.
Competency: Filters and Extraction of Data	
Tasks	
1.	Sort and filter spreadsheet data for specific information.
2.	Sort a list (ascending, descending, etc.).
3.	Search a list by more than one criterion.
4.	Search a list by using AutoFilter.
5.	Search a list using custom filters and operators.
6.	Create filters using OR and AND.
7.	Create filters using wildcards.
8.	Filter by numerical values, text, dates, etc.
9.	Extract useful information using search queries.
10.	Analyze and edit data.
11.	Use built in statistical analysis features of spreadsheet software.
12.	Import and export data.

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Competency: Format and Print Options	
Tasks	
1.	Format cell contents (font, color, alignment, shading, decimal).
2.	Insert, delete, copy, and paste cells.
3.	Enhance a spreadsheet by using formatting features (column width, justification, and values).
4.	Align the data and apply borders and/or shading to a cell or a range of cells.
5.	Apply number formats (accounting, currency, and number).
6.	Apply automatic formatting to ranges.
7.	Apply conditional formats.
8.	Create and modify custom data formats.
9.	Adjust page setup for landscape or portrait layout.
10.	Use print preview to view, proofread, and edit the spreadsheet.
11.	Print designated areas of the spreadsheet with or without gridlines.
12.	Use print scaling options (shrink to fit).
13.	Set print specifications for formulas, graphs, worksheets, etc.

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