

IV Spreadsheet – Productivity Tool															
REF#	BENCHMARK:	P	K	1	2	3	4	5	6	7	8	9	10	11	12
1	Identify and use spreadsheet vocabulary terms.			I	I	D	D	M	A						
2	Identify the characteristics and parts of a spreadsheet (rows, columns, ranges, labels and numbers, menu-bar, toolbar).				I	D	D	D	M	A					
3	Navigate through a spreadsheet using arrow keys, goto, tab, and the mouse.					I	D	D	D	M	A				
4	Modify column width and/or row height of single or multiple cells.					I	D	D	D	M	A				
5	Add and delete cells, rows and columns.					I	D	D	D	M	A				
6	Enter and edit numbers, or text into a spreadsheet.					I	D	D	D	M	A				
7	Format cells (number, alignment, (wrap text), font, border, pattern, and protection).					I	D	D	D	M	A				
8	Use appropriate number formats to display data (i.e. currency and percent).					I	D	D	D	M	A				
10	Create a simple formula to add, subtract, multiply, or divide.					I	D	D	D	M	A				
11	Copy, cut and paste the contents of cells. Use the fill method to copy the contents of cells (lists and formulas).						I	D	D	M	A				
12	Sort data ascending and descending.						I	D	D	M	A				
13	Create various graphs (pie, line, bar)						I	D	D	M	A				
14	Insert a new worksheet, chart, or picture into the spreadsheet.						I	D	D	M	A				
15	Use functions (example: sum, average, min, max, mean, mode).								I	D	D	M	A		
16	Use and modify charts and graphs to analyze data and convey information.								I	D	D	M	A		
17	Use functions (mathematics, statistical, financial) to analyze data and make "what if" analysis.									I	I	D	D	M	A

Technology Grade Level Benchmarks -Battle Creek Public Schools 2004

April 2004 I = Introduce D= Developing M = Mastery A = Apply – Independent use