

3rd Grade Microsoft Word Skills List

Assignment	Technology Skills
Bike Sales Activity	<ul style="list-style-type: none">• Excel Menu/Ribbon<ul style="list-style-type: none">○ File○ Home○ Insert○ Page Layout○ Formulas○ Data○ Review○ Help• Excel Spreadsheet<ul style="list-style-type: none">○ Column○ Row○ Cell• Highlighting Cells• Enter Data Correctly into Cells• Creating a Bar Chart• Chart Tools<ul style="list-style-type: none">○ Horizontal Axis Label○ Vertical Axis label○ Chart Legend○ Chart Colors
Candy Shop Sales Activity	<ul style="list-style-type: none">• Review Excel Menu/Ribbon<ul style="list-style-type: none">○ File○ Home○ Insert○ Page Layout○ Formulas○ Data○ Review○ Help• Excel Spreadsheet<ul style="list-style-type: none">○ Column○ Row○ Cell• Highlighting Cells• Formulas<ul style="list-style-type: none">○ AutoSum○ Sum• Creating a Pie Chart• Chart Design<ul style="list-style-type: none">○ Percentages○ Chart Color