4th Grade Microsoft Excel Skills List

Assignment	Technology Skills

Social Media Excel Activity	• Excel Menu/Ribbon
	    o File
	    o Home
	    o Insert
	    o Page Layout
	    o Formulas
	    o Data
	    o Review
	    o Help
	• Excel Spreadsheet
	    o Column
	    o Row
	    o Cell
	• Highlighting Cells
	• Enter Data Correctly into Cells
	    o Resizing cells
	• Creating a 2-D Column Chart
	• Chart Elements
	    o Chart Title
	    o Vertical and Horizontal Axis Titles
	• Data Labels
	• Chart Design
	    O Shape Fill

Main Street Flower Shop Sales Activity	• Excel Menu/Ribbon
	    o File
	    o Home
	    o Insert
	    o Page Layout
	    o Formulas
	    o Data
	    o Review
	    o Help
	• Excel Spreadsheet
	    o Column
	    o Row
	    o Cell
	• Highlighting Cells
	• Enter Data Correctly into Cells
	    o Merge and Center Cells
	    o Selecting Font Sizes and Styles
	• Resizing Columns
	• Selecting Column Number Formats (Accounting)
	• Formulas
	    o AutoSum
	    o Multiplication of Cells
	    o Copying Formulas to multiple cells.
	• Spreadsheet Color
	• Inserting Images into a Spreadsheet