|  |  |  |  |
| --- | --- | --- | --- |
| **CREATING AND EDITING SIMPLE BUSINESS DOCUMENTS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Business Documents** |  |  |  |
| **Business Letters (Application, Thank you, Enquiry)** |  |  |  |
| **Creating Forms (Travel Form, Booking)** |  |  |  |
| **Itinerary** |  |  |  |
| **Agenda** |  |  |  |
| **CV** |  |  |  |
| **Reports of Research Findings** |  |  |  |
| **Minutes** |  |  |  |
| **WORD PROCESSING FUNCTIONS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **select and change font/font size** |  |  |  |
| **set and change margins** |  |  |  |
| **carry out manuscript corrections** |  |  |  |
| **use bold/italics/underline** |  |  |  |
| **align text** |  |  |  |
| **change line spacing** |  |  |  |
| **insert graphic** |  |  |  |
| **use bullets/numbering** |  |  |  |
| **insert headers/footers** |  |  |  |
| **borders/shading** |  |  |  |
| **page numbering** |  |  |  |
| **Insert text/delete text/move text** |  |  |  |
| **Use/Create/Modify Watermarks** |  |  |  |
| **Word Count** |  |  |  |
| **Thesaurus** |  |  |  |
| **Insert Table of Contents** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **USE SECTION BREAKS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Page Numbers** |  |  |  |
| **Page Orientation** |  |  |  |
| **Section Headers/Footers –Linking/unlinking**  |  |  |  |
| **Format First Page** |  |  |  |
| **CREATING A SIMPLE TABLE:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **insert, delete, amend data** |  |  |  |
| **add/delete rows** |  |  |  |
| **add/delete columns** |  |  |  |
| **change column width** |  |  |  |
| **include/remove borders** |  |  |  |
| **border/shading of cells** |  |  |  |
| **sort data** |  |  |  |
| **Merge Cells** |  |  |  |
| **Add Formulae Perform Calculations in Table** |  |  |  |
| **Rotate Text Within Cells** |  |  |  |
| **Edit Layout of Tables** |  |  |  |
| **Text to Table** |  |  |  |
| **PRINTING OF WP DOCUMENT:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **completed document** |  |  |  |
| **specific pages** |  |  |  |
| **Document showing merged fields** |  |  |  |
| **INTEGRATING DATA FROM OTHER IT APPLICATIONS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Spreadsheet** |  |  |  |
| **Database** |  |  |  |
| **Internet** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MERGING DATA FROM SPREADSHEETS & DATABASES**  | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Address Labels** |  |  |  |
| **Letters** |  |  |  |
| **Reports** |  |  |  |
| **Name Badges** |  |  |  |
| **Forms** |  |  |  |
| **Certificates** |  |  |  |
| **Dynamic Linkage** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **POPULATING AND EDITING** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Populating and editing a flat database using Forms** |  |  |  |
| **Populating/editing a relational database using Forms** |  |  |  |
| **Create Relationships** |  |  |  |
| **Use primary and foreign relationships** |  |  |  |
| **Alter Date Format and Decimal Places** |  |  |  |
| **Add/delete Records** |  |  |  |
| **Add/delete Fields** |  |  |  |
| **MANIPULATING INFORMATION IN A FLAT DATABASE** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Searching** |  |  |  |
| **Sorting** |  |  |  |
| **Operators: =, >, <** |  |  |  |
| **MANIPULATING INFORMATION IN A RELATIONAL DB** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Searching** |  |  |  |
| **Sorting** |  |  |  |
| **Operators: >=, <=, or, not** |  |  |  |
| **SEARCH USING ADVANCED FUNCTIONS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Is null and Is Not Null** |  |  |  |
| **AND or NOT** |  |  |  |
| **Use of Wildcards** |  |  |  |
| **Advanced Sort** |  |  |  |
| **CALCULATIONS WITH QUERIES** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Create new Calculated Fields using [ ]** |  |  |  |
| **Create a Label Calculated Fields** |  |  |  |
| **Aggregate Functions: Sum** |  |  |  |
| **Aggregate Functions: Count** |  |  |  |
| **Aggregate Functions: Max**  |  |  |  |
| **Aggregate Functions: Min** |  |  |  |
| **CREATING REPORTS IN FLAT DATABASES** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Presenting information from flat DB in a Report** |  |  |  |
| **Produce Reports from table or search** |  |  |  |
| **Add Headers/Footers** |  |  |  |
| **Produce Reports from selected fields - table/search** |  |  |  |
| **CREATING REPORTS IN RELATIONAL DATABASES** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Apply Summary Options in a report** |  |  |  |
| **Do calculations in a report** |  |  |  |
| **Group data** |  |  |  |
| **Edit Field Headings** |  |  |  |
| **Sort** |  |  |  |
| **Insert Report and Page Footers** |  |  |  |
| **MODIFY PROPERTIES** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Size Mode – change to stretch/zoom** |  |  |  |
| **Formats for data – Currency etc** |  |  |  |
| **Captions for Calculated Fields** |  |  |  |
| **Move, align, delete and edit components of the form** |  |  |  |
| **PRINTING (Fit on one page, where required)** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Print extracts of table, query, forms, reports** |  |  |  |
| **Print Selected Records (Forms)** |  |  |  |
| **Export Data to SS, DB, WP and PPT** |  |  |  |
| **Printing of DB with all fields visible** |  |  |  |
| **Database Table – copy to Word** |  |  |  |
| **Search Results (Query) - copy to Word** |  |  |  |
| **Forms** |  |  |  |
| **Reports** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FORMATTING:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Text Alignment** |  |  |  |
| **Borders and Shading** |  |  |  |
| **Different fonts/styles/sizes** |  |  |  |
| **Currency/Date/Number/Decimal Places/Percentages** |  |  |  |
| **Conditional Formatting** |  |  |  |
| **Using Comments** |  |  |  |
| **FORMULAE, FUNCTIONS AND FEATURES:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Basic Arithmetical Formulae** |  |  |  |
| **Average** |  |  |  |
| **Maximum** |  |  |  |
| **Minimum** |  |  |  |
| **Count and CountA** |  |  |  |
| **IF** |  |  |  |
| **Conditional Formatting** |  |  |  |
| **Link Cells within worksheets** |  |  |  |
| **Named Cells** |  |  |  |
| **Relative/Absolute Cell References** |  |  |  |
| **Sort Data** |  |  |  |
| **Named Cells/Ranges** |  |  |  |
| **Simultaneous entry** |  |  |  |
| **Nested If** |  |  |  |
| **Countif** |  |  |  |
| **Sumif** |  |  |  |
| **Round** |  |  |  |
| **Roundup** |  |  |  |
| **Rounddown** |  |  |  |
| **Vlookups and HLookups** |  |  |  |
| **CREATING A SIMPLE CHART:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Pie Chart** |  |  |  |
| **Line Graph** |  |  |  |
| **Bar/Column Chart** |  |  |  |
| **Using data from adjacent/non-adjacent columns** |  |  |  |
| **Labelling of Charts** |  |  |  |
| **Printing Embedded and on a Separate sheet** |  |  |  |
| **Data Labels** |  |  |  |
| **Create charts to aid analysis** |  |  |  |
| **DATA CONSOLIDATION AND SUMMARY** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Sorting, Filtering, Grouping, Outlining** |  |  |  |
| **Summary worksheets, 3D References** |  |  |  |
| **Pivot Tables, Charts, Subtotals** |  |  |  |
| **PRINTING WORKSHEETS:** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Value View** |  |  |  |
| **Formulae View** |  |  |  |
| **With/Without Gridlines** |  |  |  |
| **With/Without row/column headings** |  |  |  |
| **Portrait/Landscape** |  |  |  |
| **Headers/Footers** |  |  |  |
| **Fit to one page** |  |  |  |
| **Hide/unhide columns and rows** |  |  |  |
| **Print Extracts/Sections of Worksheets** |  |  |  |
| **Export Dynamically linked data** |  |  |  |
| **Import Data from External Sources** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **WWW** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Searching for and extracting/downloading relevant information from the Internet** |  |  |  |
| **Use Search Engines** |  |  |  |
| **Navigating Hyperlinks** |  |  |  |
| **Copying information - web page to a WP document**  |  |  |  |
| **Favourites/Bookmarks** |  |  |  |
| **Printing information/extracts of information** |  |  |  |
| **insert hyperlink to WP document** |  |  |  |
| **USING INTRANET** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Searching for and extracting/downloading relevant information using an internal network** |  |  |  |
| **File Management** |  |  |  |
| **Using other on-line networks and VLEs** |  |  |  |
| **DTP (NOT IN HIGHER)** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Use templates** |  |  |  |
| **Select/change font & font size** |  |  |  |
| **set and change margins** |  |  |  |
| **insert/delete/move/format text** |  |  |  |
| **insert graphic** |  |  |  |
| **insert headers/footers** |  |  |  |
| **borders/shading** |  |  |  |
| **posters/leaflets/newsletters/invitations** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENTATIONS** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| Copying information - web page to Presentation |  |  |  |
| insert hyperlink to Presentation |  |  |  |
| insert, edit and format text |  |  |  |
| align text |  |  |  |
| insert graphics |  |  |  |
| use bullets |  |  |  |
| create chart/table |  |  |  |
| add/delete slide |  |  |  |
| animate text/objects |  |  |  |
| import data from other applications |  |  |  |
| change slide content layout |  |  |  |
| apply slide transitions |  |  |  |
| change slide order |  |  |  |
| apply and change background/colour scheme |  |  |  |
| Print in Slide and Handout format |  |  |  |
| Delete text/graphics |  |  |  |
| Numbering |  |  |  |
| Apply Design Templates |  |  |  |
| Insert footer objects |  |  |  |
| insert action buttons |  |  |  |
| Use Slide Master |  |  |  |
| Apply Timed Slide Transitions |  |  |  |
| Hyperlinks |  |  |  |
| Customise Animation/Transition |  |  |  |
| Create a loop presentation |  |  |  |
| Promote/Demote Slides and Text |  |  |  |
| Import data from www, DB, SS and WP |  |  |  |
| Create and print Notes Pages |  |  |  |
| **E-MAIL** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Compose/Enter text/Send** |  |  |  |
| **Read Mail** |  |  |  |
| **Reply Feature** |  |  |  |
| **Use Address Book** |  |  |  |
| **Add attachments** |  |  |  |
| **Create Signature** |  |  |  |
| **Mark as Urgent** |  |  |  |
| **Automatically Manage messages** |  |  |  |
| **Find E-mail** |  |  |  |
| **Create and Manage E-Mail folders** |  |  |  |
| **Create an automated response** |  |  |  |
| **E-Mail Etiquette** |  |  |  |
| **Add footer to E-Mail in Page Set-Up** |  |  |  |
| **E-DIARY (CALENDAR)** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Schedule Appointment** |  |  |  |
| **Set reminder** |  |  |  |
| **Print Calendar - daily/weekly/monthly view** |  |  |  |
| **Add footer to Calendar in Page Set-Up** |  |  |  |
| **Schedule recurrent meetings** |  |  |  |
| **Accessing a Shared Calendar** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGING TECHNOLOGIES** | **FINE WITH THIS** | **NEEDS REVIEW** | **SUPPORTED STUDY?** |
| **Blogs** |  |  |  |
| **Podcasts** |  |  |  |
| **Instant Messaging** |  |  |  |
| **Forums** |  |  |  |
| **Social Media** |  |  |  |
| **Websites** |  |  |  |