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| Learner stage | What I should know, understand, be able to explain or do |
| Exceptional Mastery (E) | I can create a VLOOKUP  I can use advanced formula  I can create Macros. |
| Advancing mastery (A) | I can apply advanced formatting such as conditional formatting.  I can use advanced functions such as COUNTA and some text functions. I understand the difference between relative and absolute cell references.  I can select a suitable graph type for the data and can consistently create good quality and well formatted graphs.  I can create a professionally formatted spreadsheet and make predictions about how changes in data will affect the outcomes on the spreadsheet. |
| Secure mastery (S) | I can apply more advanced formatting including merge and centre, word wrap and changing column widths.  I can use BODMAS in a formula, Comparison Operators and more advanced functions such as AVERAGE, MIN and MAX.  I can create good graphs including titles and apply some formatting.  I can create a working spreadsheet and change the data to test out different scenarios. |
| Developing mastery (D) | I can enter text and numbers onto a spreadsheet and apply basic formatting such as changing font, size and colour.  I can create basic calculations including +, -, \* and /. I can use the SUM function.  I can create a basic graph.  I can create a basic spreadsheet from scratch. |
| Emerging mastery (F) | I can open a Spreadsheet.  I can create a blank spreadsheet  I can enter text and numbers in to a spreadsheet.  I understand a cell  I know what a column and row is. |