|  |  |
| --- | --- |
| Learner stage | What I should know, understand, be able to explain or do |
| Exceptional Mastery (E) | I can create a VLOOKUPI can use advanced formulaI 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 spreadsheetI can enter text and numbers in to a spreadsheet.I understand a cellI know what a column and row is. |