TOPICS

- Applied productivity tools with advanced application techniques
  - These advanced tools and techniques currently include, but are not limited to:
    - Mail merge and label generation
    - Custom animations and timing
    - Hyperlinking in presentations
    - Integrating images and external material in word processors
    - Embedded files and data
    - Advanced and complex formulas and computations

LEARNING COMPETENCIES

- uses common productivity tools effectively by maximizing advanced application techniques

- creates an original or derivative ICT content effectively communicate or present data or information related to specific professional tasks

SPREADSHEET

Alternatively referred to as a **worksheet**

a **spreadsheet** is a file made
of rows and columns that help sort data, arrange
data easily, and calculate numerical data

ability to calculate values using
mathematical formulas and the data in cells

SPREADSHEET PROGRAMS

SPREADSHEET PROGRAMS

LibreOffice - Calc (Free)

Open Office - Calc (Free)

Google Sheets - (Online and Free)

Microsoft Office – Microsoft Excel

USES OF A SPREADSHEET

USES OF A SPREADSHEET

- **Finance**

Spreadsheets are ideal for financial data, such as your checking account information, budgets, transactions, billing, invoices, receipts, forecasts, and any payment system.

- **Forms**

Form templates can be created to handle inventory, evaluations, performance reviews, quizzes, time sheets, patient information, and surveys.

USES OF A SPREADSHEET

- **School and Grades**

Teachers can use spreadsheets to track students, calculate grades, and identify relevant data, such as high and low scores, missing tests, and students who are struggling.
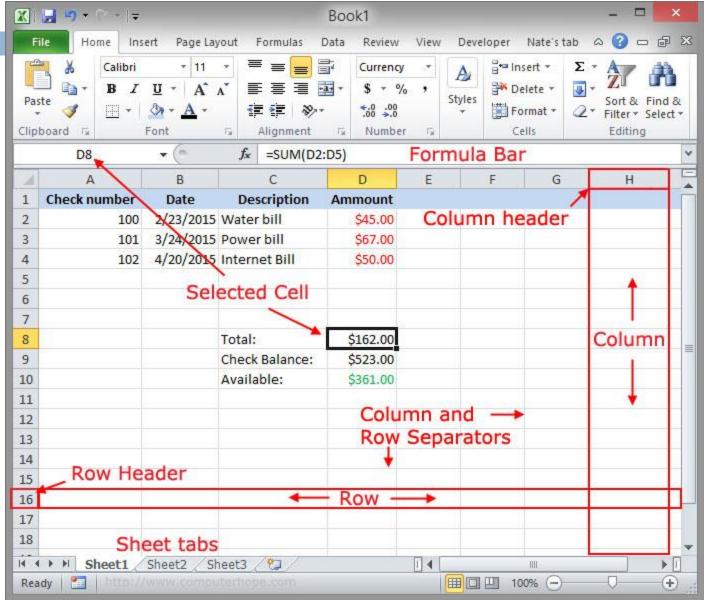
- **Lists**

Managing a list in a spreadsheet is a great example of data that does not contain numbers, but still can be used in a spreadsheet. Great examples of spreadsheet lists include telephone, to-do, and grocery lists.

USES OF A SPREADSHEET

- **Sports**

Spreadsheets can keep track of your favorite player stats or stats on the whole team. With the collected data, you can also find averages, high scores, and other statistical data. Spreadsheets can even be used to create tournament brackets.
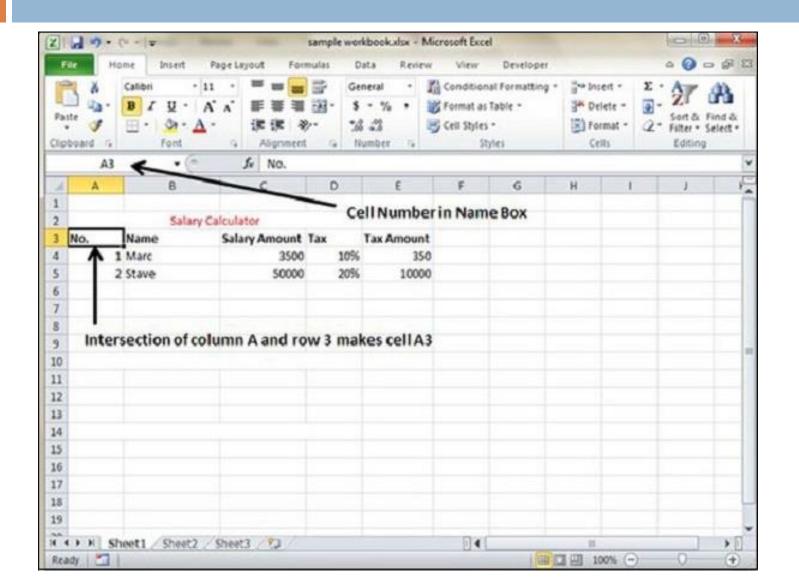
MICROSOFT EXCEL INTERFACE

ROW AND COLUMN

For **MS Excel** 2010, Row numbers ranges from **1 to 1048576**; in total **1048576** rows, and Columns ranges from **A to XFD**; in total **16384** columns.

CELL

- The intersection of rows and columns is called **cell**.

- Cell is identified with **Combination of column header and row number**.

- For example – A1, A2.

CELL

WHAT IS AN ACTIVE WORKSHEET?

☐ An active worksheet is the worksheet that is currently open. For example, in the picture above, the sheet tabs at the bottom of the window show "Sheet1", "Sheet2", and "Sheet3", with Sheet1 being the active worksheet. The active tab usually has a white background behind the tab name.

HOW MAY WORKSHEETS BY DEFAULT?

☐ In Microsoft Excel and OpenOffice Calc by default there are three sheet tabs that open (Sheet1, Sheet2, and Sheet3). In Google Sheets it starts with one sheet (Sheet1).

WHAT IS THE LENGTH LIMIT OF A WORKSHEET NAME?

☐ Not to be confused with the [file name](), in Microsoft Excel there is a 31 character limit for each worksheet sheet name.

PERFORMANCE TASK # 2: WORD PROCESSORS

- Research two (2) advance features of Microsoft Word to help you in your studies.

- What are the steps to use these features?

- Be ready to present/ have the actual demonstration to class.

PERFORMANCE TASK # 3: CREATING OF APPLICATION LETTER

- Assume that you are applying for a student assistant where you currently enrolled, create an **application letter** with header and footer with logos.

PERFORMANCE TASK # 3: CREATING OF RESUME

□ Create a resume following the guidelines (https://resumegenius.com/how-to-write-a-resume/resume-fonts-margins-paper-guidelines#Margins)

PERFORMANCE TASK # 3: CREATING OF RESUME

Resume fonts & sizes:

- The most common font to use is Times New Roman, in black and size 12 points.
- Other serif fonts (with tails) to consider that are easy to read include: Georgia, Bell MT, Goudy Old Style, and Garamond.
- Popular sans serif (no tails) fonts include: Arial, Tahoma, Century Gothic and Lucida Sans.
- Any of the above fonts would be reasonable for a resume as long as you consistently use one font only.
- Make your headings and name stand out, think of your resume like a blog post or newspaper article.
- Make headlines bold, Italicise, CAPITALISE or underline. And feel free to increase the font size to 14-16 points.
- Try and keep your resume to one page, leave the reader wanting to know more.
- **Bottom line:** You want anyone who sees your resume to be able to easily read it. If you can read the document yourself, and you're not using a novelty font (e.g., comic sans, a handwriting font, etc.), you've probably made a good choice.

PERFORMANCE TASK # 4: CREATING OF RESUME

Resume paper selection:

- All resume paper should be 8.5" X 11"; there are **NO EXCEPTIONS** to this rule. 8.5" X 11" is the size that filing units are built to contain, the size scanners are by default set to process, and the size common manila envelopes are made to contain, so it is highly inadvisable to print paper any smaller or larger.
- White paper is traditional and a safe choice for resumes of all career levels and for all different industries.

PERFORMANCE TASK # 3: CREATING OF RESUME

Resume formats:

Resume formats are a bit more debatable than resume font or size. But, obviously you want the most important information first.

- **Contact information**. List your full name, address and contact information at the top of the page. You should centre the information and be sure to bold and CAPITALISE your name.
- **Value statement**. State the role you are applying for and what values you bring to the job. Objectives state what you are trying to accomplish, value statements explain why you should be hired.
- **Core strength**. List industry keywords and specific skill-sets that pertain to your job and industry. This is a high level overview of your qualifications and industry knowledge.
- **Experience**. However, if education is not the strongest component of your resume, go ahead and list your experience first, starting with your most current job and all your responsibilities.
- **Education**. Clearly state your schooling from the most recent institution you've attended, with all dates, locations and certification received.
- **Honours & awards**. After education and experience, you can list your professional skills and any relevant awards or certifications.