

7. Work within multiple sheets and carry formulas between sheets. Have values from cells on different sheets included in formulas on the sheet being viewed.
8. Understand and incorporate the difference between relative and absolute cell references in formulas.
9. Open a new spreadsheet and print a spreadsheet or desired area of a spreadsheet.

PowerPoint:

The student should be familiar with the following aspects of Microsoft PowerPoint.

1. Be able to apply a design template to presentation slides.
2. Be able to apply bulleted lists to a slide and operate various levels of indentation within the bulleted list.
3. Insert, size and format pictures and clipart on the slide.
4. Insert and apply an auto format for the date that updates automatically.
5. Apply various aspects of formatting to text, such as bold, font faces and size as well as color.
6. Save and print the presentation. Saving should be able to be done in various formats such as presentation or show. Printing should be able to be done in several options such as outline, handouts (In specified number) or notes pages.
7. Notes should be able to be applied to a slide.
8. Students should be able to work in slide sorter view.
9. Students should be able to apply custom animations and set timings for slides.
10. Students should understand and access layout view to select the most appropriate layout for a slide.