



Skillsfuture @ PA Basic Spreadsheet

Build a foundation in this free open office calc spreadsheet program. Students will learn how to track income and expenses, create a class schedule, learn basic formulas and formatting of a table.

- Creating formulas
- Operators in formulas
- Operator types
- Arithmetic operators
- Range operators
- Relative and absolute references
- Relative referencing
- Absolute referencing
- Order of calculation
- Formatting of table
- Border line
- Print

7 hours