Use a spreadsheet to sort and filter data

Use the functions SUM, COUNTA, MAX, MIN, AVERAGE, COUNTIF and IF

Create appropriate charts

Combine a range of tools to answer given questions

Recognise that cells can contain static data or calculated data which is dynamic

Identify how conditional formatting provides information

Recognise that conditional formatting is dynamic

Recognise that cells are referenced using coordinates

Explain how data is structured using cells

Use a range of formatting techniques

Use basic formulas with cell references for calculations (+, -, *, /)

Identify how functions create information from a range

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