Use the functions SUM, COUNTA, MAX, MIN, and AVERAGE in a spreadsheet
Use the functions COUNTIF and IF in a spreadsheet
Create appropriate charts in a spreadsheet
Use a spreadsheet to sort and filter data
Use conditional formatting in a spreadsheet
Identify columns, rows, cells, and cell references in spreadsheet software
Use basic formulas with cell references for calculations in a spreadsheet (+, *, /)
Use the autofill tool to replicate cell data
Use formatting techniques in a spreadsheet
Collect data
Analyze data
Explain the difference between data and information
Explain the difference between primary and secondary sources of data

Resources are updated regularly — the latest version is available at: ncce.io/tcc
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