Create a spreadsheet model for a given scenario

Utilise data validation when entering data in order to reduce user error

Format cells correctly, e.g. cells representing money should be currency

Select the most suitable chart to visualise the selected data

Demonstrate how to use formulae to perform calculations

Recognise the importance of clear titles and labels

Implement and test a macro to carry out a repetitive task

Implement a LOOKUP function to retrieve data

Implement an IF function to give the user feedback

Apply the skills developed to a different scenario

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

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