



# Checklist



- I can type data in a spreadsheet
- I can change the text to a different size and make it bold
- I can adjust the column width in spreadsheets to fit the different text
  
- I can sort the data in a spreadsheet and make it alphabetical
- I can use the “sum” function to add cells in a spreadsheet
- I can use the “average” function
  
- I can add bar charts and pie charts to a spreadsheet
- I can transfer data from a spreadsheet to another application

