**![C:\Users\ryeatts\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\72MXGZK3\MC900412760[1].wmf]()Excel Integration Skills**

6th grade (choose 11 of the 15 items below)
7th grade (choose 13 items)

* Manipulate fonts (center, color, size, font style)
* Change margins
* Change row/column spacing
* Format the cells according to the data (time, currency, number, etc.)
* Merge and Center several cells together to form a title on the page
* Insert shape, photo, and/or clipart
* Insert Header and/or Footer
* Change Text Orientation
* Click between 2 row or column headings and insert an extra row/column.
* Use a formula to calculate information from a row or column.
* Create a chart/graph from the information you entered with appropriate column and row headings.
* Sort information using 2 different criteria
* Spell-check
* Do a print preview to determine where the page boundaries are
* Save as PDF

8th grade (all of the above plus)

* Click on the 3rd row of the spreadsheet > Go to View and Freeze Panes to Freeze the first 2 lines