



BTEC Award in Digital Information Technology Challenge Grid How many challenges can you complete?



Tick them off and make sure you can evidence that you have completed them.

Photos, notes or pictures allowed.

<p>19</p> <p>Microsoft Excel basic skills</p> <p>Task 1- Download Microsoft Excel from the school's website and save it onto your computer, phone, tablet: Link to Excel download.</p>	<p>20</p> <p>Microsoft Excel Task 2- If you already have Excel on your computer, phone, tablet let's get started!!: click on the link and watch the video's- simple formatting in Excel</p>	<p>21</p> <p>Microsoft Excel Task 3- Read the following PowerPoint from SMHWK Learning for this week Part 4 "Interactive spreadsheet formulas" Then complete formula practice 1,2,3</p>	<p>22</p> <p>Microsoft Excel Task 4- Find the following from SMHWK Learning for this week Part 4 "Newsagent- Spreadsheet" and follow the instructions. Now open the Spells Word worksheet and the Spells spreadsheet and complete the tasks. Upload completed work to SMHWK</p>	<p>23</p> <p>Microsoft Excel Task 5- Find the following from SMHWK Learning for this week Part 4 "School fete" Word worksheet. Also open up the "School fete" Excel document. Complete the tasks. Upload completed work to SMHWK</p>	<p>24</p> <p>Microsoft Excel Task 6- A good breakfast project. Find the following from SMHWK Learning for this week Part 4 "Task 6_A good breakfast PART 1" Word worksheet. Also open up the "Task 6 Lesson slides". Complete the tasks. Upload completed work to SMHWK. Extension complete "Task 6_A good breakfast project PART 2"</p>
<p>NEW: 25</p> <p>Spreadsheets unplugged. Print off the following worksheet. Click here for the link. Work your way through the document. Take pictures using your phone as you complete each page and then upload the answers onto SMHWK.</p>	<p>NEW: 26</p> <p>Time to recap Task 19- 25. Click on the link below and try 3 different Quizzes- you can only move to New: 27 once you have gained 100% on all 3 quizzes!!! Link</p>	<p>NEW: 27</p> <p>You will need the following word documents (they are located on SMHWK- "Task 27_NEW_Part 1", "Task 27_NEW_Part 2" & "Task 27_NEW_Part 3" You will also need the link below Click here. Complete all worksheets and upload your completed work to SMHWK</p>	<p>New:28</p> <p>Practice Formula's using the link below: link</p> <p>Scroll down to the section: Formulae Watch the video tutorials and then practice the skills on Excel (Use 19- if you need to download Excel) Addition/divide/multiplication/subtract</p>	<p>New:29</p> <p>Practice Formula's using the link below: link</p> <p>Scroll down to the section: Formulae basics Watch the video tutorials and then practice the skills on Excel: Relative / Absolute /Autofill/ Hiding/ Value from another sheet/ Named range/Sum, average, count</p>	<p>New:30</p> <p>Practice Formula's using the link below: link</p> <p>Scroll down to the section: Functions Watch the video tutorials and then practice the skills on Excel: Average/ Concatenate/ Count/ HLookup/IF/Max/Median/Min/Mode/Now/Round/ Sum/Vlookup</p>
<p>NEW: 31</p> <p>Create an invoice Open up the document attached on SMHWK: "Task 31" (If you need help look at: "Task 31 Help")</p>	<p>NEW: 32</p> <p>Create a model for a DVD shop. You will need to read the documents: Task 32_DVD Bargains Lesson presentation & Task 32_Help to formulas. Then open up: Task 32_DVD Bargains Spreadsheet & finally pick a suitable worksheet (Pass/Merit/Distinction)</p>		<p>NEW: 33</p> <p>Theme Park Scenario. Read carefully: Task 34 Theme Park Instructions, then open and complete the template spreadsheet: Task 34_ThemePark – Modelling (Help is available- Help Task 34)</p>		