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

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

Lesson Select the most suitable chart to visualise the selected data

Lesson Implement a VLOOKUP function to retrieve data

Lesson Recognise the importance of clear titles and labels

Lesson Implement and test a macro to carry out a repetitive task

Lesson Implement an IF function to give the user feedback

Lesson Apply the skills developed to a different scenario

Lesson Create a spreadsheet model for a given scenario

Lesson Demonstrate how to use formulae to perform calculations