TechnoRestaurateur Skill Summary

Content Knowledge	☑
investigate a research question about cuisine preferences	
collect data by conducting a survey	
analyze survey results using a pie graph and interpret findings	
problem solve to make decisions about a restaurant venture based on evidence	
recognize the features and structure of a professional letter	
create a company logo that reflects the product or service	
write a professional letter using persuasive techniques to convince the reader to invest	
design a restaurant floor plan that is well-organized with appropriate traffic flow	
calculate financial earnings using spreadsheet formulas	
analyze information using a line graph to determine financial success of business	
produce a newsletter to persuade readers that the restaurant concept is a good opportunity	
Spreadsheet Skills using Excel – Manage Survey and Financial Data	☑
Create and Manage Workbooks	
create a blank workbook and save a file	
create a new sheet in a workbook	
rename and color a sheet tab	
About Cells and Ranges	
select adjacent and non-adjacent rows, columns, and cells	
identify a specific cell by the cell reference	
enter data by typing into the cell or formula bar	
move from one cell to another using multiple methods	
modify column width and row height	
use the Auto Fill feature to fill cells with a data series	
Format Cells and Ranges	
format the font, size, style, and color of cell content	
fill a cell with a color	
align the contents of a cell horizontally and vertically	
apply borderlines to cells	
apply currency number format	
adjust decimal places in a number	
merge cells	
wrap text in a cell	
About Graphs and Charts	
select data range to graph	
produce a pie and line graph	
resize a chart and position a chart on a sheet	
format the layout and style of a graph	
adjust the position of the legend on the chart area	
add data labels or a data table to a graph	
explode a pie graph to emphasize the largest pie piece	
label the chart title, horizontal, and vertical axes	
apply a linear trend line and format the style	

About Formulas	
sum data using AutoSum	
use basic arithmetic formulas	
use functions such as sum, average, min, max, and count (optional)	
use COUNTIF to tally survey results (optional)	
Research Skills using Excel Survey Online (Optional Extension Activity – Conduct a Survey)	☑
build a form with multiple choice questions	
share a survey with respondents	
view survey results in a spreadsheet	
Word Processing Skills using Word – Produce a Professional Letter and Newsletter	☑
Create and Manage Documents	
create a new document and save the file	
position the cursor within a document	
locate commands on a toolbar or menu	
Format Text and Paragraphs	
insert, select, and/or delete text	
format font, size, style, color, and effects applied to text	
align text to the left, center, or right margin	
set the text wrapping of an object	
list information using a bulleted list and set the symbol style	
About Objects	
insert images into a document	
scale, align, and position objects	
crop an image to remove unwanted areas	
insert a text box from a gallery	
set transparent color in a picture (optional)	
About Page Layout and Design	
set the color scheme, font scheme, and paragraph spacing of a document	
apply heading styles to create consistency in the design	
insert a header and footer	
About Editing	
paste a selection as a picture	
Graphic Skills using PowerPoint – Create a Logo and Floor Plan	☑
create a new presentation and save the file	
change a slide layout	
draw shapes	
format the style, fill, outline, or effects applied to an object	
scale, position, bend, rotate, or flip an object	
adjust object order	
align objects horizontally or vertically on the slide using guidelines	
distribute objects evenly horizontally and vertically	
group and ungroup objects	
insert wordart and format the fill, outline, or effects	
recolor an image	
magnify an area	

duplicate objects	
select objects using the selection pane	
add a textbox and format the font, size, style, and color of text	
undo or redo an action	
export a slide as a picture file	
change the shape or edit points to create a custom shape (optional)	
merge objects to make a unique shape (optional)	
Presentation Skills using PowerPoint (Optional Extension Activity – Design an Advertisement)	☑
insert a slide and select a suitable layout	
apply a presentation theme	
create a bulleted list	
insert an image and position it on a slide	
insert transitions between slides and set the direction	
apply animation effects to slide objects	
control slide advancement during slide show	
rehearse timings to record automatic slide advancement	