

Name:

TechnoInvestor Skill Summary

Content Knowledge:	<input checked="" type="checkbox"/>
analyze business data to make educated trade decisions	
study companies on the TSE to determine which are a good	
trade shares in companies listed on the TSE	
understand the purpose of mathematics in the real world	
identify reasons for the value of a stock to rise and fall	
<i>Content Knowledge</i>	
Technical Skills:	<input checked="" type="checkbox"/>
Operating Environment	
create a new folder to save work	
open and close a program	
open a saved file	
print a document	
Applied Technology:	<input checked="" type="checkbox"/>
organize information using a spreadsheet	
enter trading information results into Microsoft Excel	
organize data using conditional formatting	
analyze data using a graph	
Spreadsheet:	<input checked="" type="checkbox"/>
add a trendline that forecasts future stock value	
apply a currency style to cell	
calculate values using addition and multiplication formulas	
change the width of a column	
clear contents of a cell	
copy and paste selected information to a new location	
deselect a range of cells using the ESC key	
enter data into a cell using various methods	
format a cell using conditional formatting	
format a table to alter its appearance	
graph data	
identify parts of a worksheet window – title bar, ribbon, tab, group, command, help, name box, formula bar, column heading, row heading, active cell, sheet tab	
locate a cell by reference	
print preview a worksheet	
select a particular row or column or range of cells using the mouse and keyboard	
set page breaks and print area	
use the arrow, tab and enter keys to move between cells	
use the keyboard and mouse to select a range of cells	
Word Processing:	<input checked="" type="checkbox"/>
add and format text in a document	
align text to the center of the document	
copy and paste data from Microsoft Excel into Microsoft	
<i>Word Processing Skills</i>	

Customize a summary of skills for each student.