

## REVISION CHECKLIST FOR GCSE/IGCSE IT CANDIDATES

If you are going to sit for GCSE/IGCSE Information Technology (IT) exam make sure that you are able to perform all practical skills listed below.

**I can do this** : Put a tick if you are confident that you have this skill

**Need to revise** : Put a tick if you think you can do this but you need to do some revision

SPREADSHEET		
	I can do this	Need to revise
Import a CSV or text file into a spreadsheet		
Insert/delete rows		
Name the cells		
Format of a cell		
Use <b>IF</b> function		
Use <b>SUMIF</b> function		
Use <b>SUM</b> function		
Use <b>AVERAGE</b> function		
Use <b>COUNT</b> function		
Use <b>MAX</b> function		
Use <b>MIN</b> function		
Use <b>LOOKUP</b> , <b>VLOOKUP</b> , <b>HLOOKUP</b> functions		
Use <b>MID</b> , <b>LEFT</b> , <b>RIGHT</b> functions		
Use <b>INT</b> function		
Replicate a formula		
Sort rows (Ascending/Descending)		
Use alignments		
Merge cells		
Filter data		
Create chart		
Create header and footer		
Change orientation of a page		
Print (showing all formulas used)		

<b>DATABASE</b>		
	<b>I can do this</b>	<b>Need to revise</b>
Import a CSV or text file into a database		
How to create a primary key		
How to format field types		
How to perform queries		
How to produce reports		
How to produce grouped report		
How to perform calculation in a report		
How to add title in a report		
How to sort data in a report		
How to format text in a report		
How to perform calculation in a field		

<b>WORD PROCESSING</b>		
	<b>I can do this</b>	<b>Need to revise</b>
How to import a RTF or text file into a word document		
How to change page size and orientation		
How to change margins		
How to insert header and footer		
How to change font type/size/color		
How to use line spacing		
How to insert columns in a page		
How to align a text		
How to use font effects		
How to insert image in a page		
How to resize/crop image		
How to create hyperlink within a document		
How to save a document		
How to print a document		

<b>Presentation Authoring</b>
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	<b>I can do this</b>	<b>Need to revise</b>
How to import a RTF or text file into a presentation		
How to create slide		
How to create master slide		
How to insert footer/header		
How to add text to a slide		
How to create bulleted/numbered lists		
How to add notes to a slide		
How to use transition		
How to create animation		
How to print (outline, % slides per page, slides with notes)		

<b>Web Authoring</b>		
	<b>I can do this</b>	<b>Need to revise</b>
How to create a style sheet		
How to attach a style sheet to a web page		
How to print a style sheet in css format		
How to use basic HTML tags		
How to print a web page as it is viewed in a browser		
How to print a copy of HTML source		