Methodological tool: <Create your document>

Number of methodological Tool	**EUPANEXT_LO_112_M_001**
Work Area Code and Title	**Work Area 9: ICT SKILLS**
Unit Code and Title	**Unit 4.9: Use spreadsheets to produce non-routine complex sheets**
Learning Outcome Number and Title	**LO112: Demonstrate skills in using Spreadsheet software at an advanced level to produce complex worksheets that conform to agreed specifications. Take some responsibility for the evaluation of the result**
Objective of the methodological tool	After the completion of this activity, participants will be able to understand the basic functions of word processing.
Approximate Time needed for the completion of this exercise	10 min.
Individual or group exercise	☒Individual
Type of methodological tool	☒ Exercise using ICT
Description of the exercise	Give each participant the file in a digital form and ask them to format the document according to the instructions
Exercise is accompanied by	EUPANEXT_LL_111_M_01_Att1
Exercise solution	N/A
Other comments to the trainer	

Co-funded by the
Erasmus+ Programme
of the European Union