

UAN:	A/502/4624
Level:	1
Credit value:	3
GLH:	20
Relationship to NOS:	This unit is linked to the Level 1 IT User NOS devised by e-Skills UK.
Assessment requirements specified by a sector or regulatory body:	This unit will be assessed as specified in the e-Skills IT User Assessment Strategy 2009.
Aim:	<p>On completion of this unit a candidate should be able to use a range of basic spreadsheet software tools and techniques to produce, present and check spreadsheets that are straightforward or routine. Any aspect that is unfamiliar will require support and advice from others.</p> <p>Spreadsheet software tools and techniques will be defined as 'basic' because:</p> <ul style="list-style-type: none"> • the range of data entry, manipulation, formatting and outputting techniques are straightforward; • the tools, formulas and functions involved will be predetermined or commonly used (for example, sum, divide, multiply, take away and fractions); and • the structure and functionality of the spreadsheet will be predetermined or familiar.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Use a spreadsheet to enter, edit and organise numerical and other data.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs 1.2 enter and edit numerical and other data accurately 1.3 store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.

Learning outcome

The learner will:

2. Use appropriate formulas and tools to summarise and display spreadsheet information.

Assessment criteria

The learner can:

- 2.1 identify how to summarise and display the required information
- 2.2 use functions and formulas to meet calculation requirements
- 2.3 use spreadsheet tools and techniques to summarise and display information.

Learning outcome

The learner will:

3. Select and use appropriate tools and techniques to present spreadsheet information effectively.

Assessment criteria

The learner can:

- 3.1 select and use appropriate tools and techniques to format spreadsheet cells, rows and columns
- 3.2 identify which chart or graph type to use to display information
- 3.3 select and use appropriate tools and techniques to generate, develop and format charts and graphs
- 3.4 select and use appropriate page layout to present and print spreadsheet information
- 3.5 check information meets needs, using spreadsheet tools and making corrections as necessary.

Unit 108 Spreadsheet software

Supporting information

The following guidance is not a prescriptive list of activities; they are suggested areas that a learner could show competence in to achieve this unit. Centres may use some or all these activities or some of their own devising to teach and help learners complete this unit successfully.

Outcome 1 Use a spreadsheet to enter, edit and organise numerical and other data

The learner should be able to and understand:

Browser tools:

- Enter, back, forward, refresh, history, bookmark, new window, new tab.
- Numerical and other information.
- Numbers, charts, graphs, text.

Spreadsheet structure:

- Spreadsheet components (eg cells, rows, columns, tabs, pages, charts) and their layout.

Enter and edit:

- Enter data into existing spreadsheet, create new spreadsheet, insert information into single cells, clear cells, edit cell contents, replicate data, find and replace, add and delete rows and columns.

Store and retrieve:

- Files (eg create, name, open, save, save as, print, close, find).

Outcome 2 Use appropriate formulas and tools to summarise and display spreadsheet information

The learner should be able to and understand:

Summarise and interpret:

- Totals and summary information.
- Sorting and display order.
- Lists, tables, graphs and charts.
- Judgment of when and how to use these methods.

Functions and formulas:

- Simple arithmetic formulas (add, subtract, multiply, divide), common functions (eg Sum, Average, Round).
- Design of formulas to meet calculation requirements.

Outcome 3 Select and use appropriate tools and techniques to present spreadsheet information effectively

The learner should be able to and understand:

Format cells:

- Numbers, currency, percentages, number of decimal places, font and alignment, borders and shading.

Format rows and columns:

- Height, width, borders and shading.

Format charts and graphs:

- Chart type (eg pie chart, bar chart, single line graph), title, axis titles, legend.

Page layout:

- Size, orientation, margins, page numbers, date and time.

Check spreadsheet information:

- Accuracy of numbers, formulas and any text.
- Accuracy of results.
- Suitability of charts and graphs.