# U24701: Use spreadsheet software

Unit Descriptor:

This unit is suitable for you if your work involves the entering of data into cells; using simple formulae and functions (e.g. sum, divide, multiply, subtract, decimals and fractions); and simple tools to edit, sort, present and check spreadsheets (e.g. a duty rota/roster for staff or a work sheet for keeping track of expenses).

**At the end of this unit you will be able to:**

Enter data into cells and use spreadsheet software to produce appropriate simple spreadsheets.

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| | *To be competent you must achieve the following:* |
| 1. Use spreadsheet software | **Handle files** |
| | 1.1 Use basic **file handling techniques** for the software. |
| | **Enter and edit spreadsheet data** |
| | 1.2 Insert **data** into single cells. |
| | 1.3 Use basic **editing techniques** appropriately in simple spreadsheets |
| | **Format spreadsheets** |
| | 1.4 Format simple spreadsheets using appropriate **tools and techniques** for:<br>• cells<br>• rows and columns<br>• charts<br>• pages |
| | **Check spreadsheets** |
| | 1.5 Check if figures entered in a simple spreadsheet are correct. |

**Functions and formulas**

1.6 Use appropriate functions and formulas in simple spreadsheets.

**Analyse and interpret (spreadsheets)**

1.7 Use appropriate tools and techniques for analysing simple data.

**Present (spreadsheets)**

1.8 Use appropriate methods to present simple data.

## RANGE STATEMENT

*You must cover the items below:*

**A. File handling techniques:**

i. create/save
ii. save as
iii. open
iv. print

**B**. **Data type:**

i. text
ii. numerical

**C**. **Editing techniques** in simple spreadsheets:

i. add rows and columns
ii. delete rows and columns
iii. clear cells
iv. cut/copy and paste
v. drag and drop
vi. find and replace

**D.** Format simple spreadsheets using **tools and techniques for:**

Cells:
i. numbers
ii. decimal place
iii. font
iv. alignment

Rows and columns:
i. height
ii. width
iii. borders and shading

Charts:

i. titles and labels

Pages:

i. size
ii. orientation
iii. margins
iv. page numbers
v. date and time
vi. set print area

**E**. Appropriate **functions and formulas:**

i. sum
ii. operators
iii. function
iv. fractions/decimals

**F. Techniques for analyzing:**

i. automatic sub-totals
ii. sorting a cell range

**G.** Methods **to present simple data**:

i. tables
ii. bar graphs
iii. pie charts
iv. lists

## UNDERPINNING KNOWLEDGE AND SKILLS

**Produce information**

1. Know who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed.

**Spreadsheets**

2. How to produce simple spreadsheets that are accurate and well laid out. Simple spreadsheets should have a structure that is clear and concise. Producing them may involve entering data into an existing spreadsheet or working from an existing example.

**Analyse and interpret**

3. What methods can be used for simple data.

# EVIDENCE GUIDE

**(1) Critical Aspects of Evidence**

You will need to produce **at least two comprehensive tasks.** The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you:

**A**. Use **all** of the following tools and techniques:

i. Basic file handling techniques for the software (e.g. create, open, save (as) and print)
ii. Basic entering of text and numerical data

**B**. Are able to perform **all** of the listed editing techniques in simple spreadsheets:

i. add rows and columns
ii. delete rows and columns
iii. clear cells
iv. cut/copy and paste
v. drag and drop
vi. find and replace

**C.** Format simple spreadsheets using appropriate tools and techniques for:

i. cells (eg numbers, decimal place, font and alignment)
ii. rows and columns (e.g. height, width, borders and shading)
iii. charts(e.g. titles and labels)
iv. pages (e.g. size, orientation, margins, page numbers, date and time)
v. set print area

**D.** Appropriately use of the following functions and formulas:

i. sum
ii. operators
iii. functions
iv. decimals/fractions

**E**. Can use **both** of the listed techniques to analyse data:

i. automatic sub-totals
ii. sorting a cell range

**F**. Can use **all** of the following methods to present simple data:

i. tables
ii. bar graphs
iii. pie charts
iv. lists

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

**(2) Methods of Assessment**

Typical task size: Two pages of data.

Observation by your assessor of you:

- Handling files appropriately
- Entering and editing spreadsheet data
- Formatting spreadsheets
- Checking to see if figures entered in a simple spreadsheet are correct.
- Using simple functions and formulas
- Using appropriate methods to present simple data.
- Using appropriate tools and techniques for analysing simple data.

Products of work e.g. data presented in a suitable format to meet specifications.
E.g. a product of work presenting complex data in a user friendly way

Answers to written or oral questions from your assessor.

**(3) Context of Assessment**

Your evidence may come from activities in your workplace and/or from simulation.