Unit Title:	**Spreadsheet software**
OCR unit number:	40
Level:	2
Credit value:	4
Guided learning hours:	30
Unit reference number:	F/502/4625

Learning Outcomes	**Assessment Criteria**	**Examples**
The learner will: 1. Use a spreadsheet to enter, edit and organise numerical and other data	The learner can: 1.1 Identify what numerical and other information is needed in the spreadsheet and how it should be structured 1.2 Enter and edit numerical and other data accurately 1.3 Combine and link data across worksheets 1.4 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available	Enter and edit: *Insert data into multiple cells at once*, replicate data, find and replace, *use absolute and relative cell references, add data and text to a chart* Numerical and other information: Numbers, charts, graphs, text, *images* Spreadsheet structure: Spreadsheet components (eg cells, rows, columns, tabs, pages, charts, *ranges, workbooks, worksheets*), *structure, design and layout* Store and retrieve: Save, save as, find, open, close, *open CSV file in spreadsheet application, save spreadsheet file as CSV; templates*
2. Select and use appropriate formulas and data analysis tools to meet requirements	2.1 Identify which tools and techniques to use to analyse and manipulate data to meet requirements 2.2 Select and use a range of appropriate functions and formulas to meet calculation requirements 2.3 Use a range of tools and techniques to analyse and manipulate data to meet requirements	Analyse and manipulate: *Totals, sub-totals and summary data; sorting and display order; lists, tables, graphs and charts; filter rows and columns;* Judgment of when and how to use these methods Functions and formulas: Design of formulas to meet calculation requirements; *mathematical, statistical, financial, conditional; logical functions*

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3. Select and use tools and techniques to present and format spreadsheet information	3.1 Plan how to present and format spreadsheet information effectively to meet needs 3.2 Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets 3.3 Select and format an appropriate chart or graph type to display selected information 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 3.6 Describe how to find errors in spreadsheet formulas 3.7 Respond appropriately to any problems with spreadsheets	Format cells: Numbers, currency, percentages, number of decimal places, font and alignment, shading and borders; *date and time formats, wrap text* Format rows and columns: Height, width, borders and shading, *hide, freeze,* Charts and graphs: Pie chart, bar chart, single line graph, *area, column, x-y scatter, stock, radar, doughnut, surface* Format charts and graphs: Title, axis titles, legend, *change chart type, move and resize chart* Page layout: Size, orientation, margins, *header and footer, page breaks,* page numbers, date and time, *adjust page set up for printing* Check spreadsheet information: Accuracy of numbers, formulas and any text; accuracy of results; suitability of charts and graphs; *reveal formulae; layout and formatting; validity and accuracy of analysis; clarity of overall spreadsheet* Problems with spreadsheets: Using help; sorting out errors in formulas, circular references

Unit purpose and aim

This is the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs. This level is about the skills and knowledge required by an IT user to select and use a wide range of intermediate spreadsheet software tools and techniques to produce present and check spreadsheets that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.
Spreadsheet software tools and techniques will be described as ‘Intermediate’ because:

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- the range of data entry, manipulation and outputting techniques will be at times non-routine or unfamiliar;
- the tools, formulas and functions need to analyse and interpret the data requires knowledge and understanding (for example, mathematical, logical, statistical or financial); and
- the user will take some responsibility for setting up or developing the structure and functionality of the spreadsheet.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See Recommended Assessment Methods in the ITQ Centre Handbook.

Evidence requirements

An evidence checklist must be completed without gaps.

Where candidates are submitting evidence produced having sat an OCR-set assignment, there is no need to complete an evidence checklist.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.

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