Unit Title:	Spreadsheet Software
OCR unit number:	30
Sector unit number:	SS3
Credit value:	6
Level:	3
Guided learning hours:	45
Unit reference number:	J/502/4626

Unit aim and purpose

By completing this unit the learner will develop the ability to use a software application designed to record data, perform calculations with numerical data and present information using charts and graphs. Learners will develop the skills and knowledge required by an IT user to select and use a wide range of advanced spreadsheet software tools and techniques to produce, present and check complex and non-routine spreadsheets.

Learning Outcomes	Assessment Criteria	Teaching Content
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 from different sources 1.4 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available	Numerical and other information: Numbers, charts, graphs, text, images, linked and embedded objects, references, lists Spreadsheet structure: Spreadsheet components (eg cells, rows, columns, tabs, pages, charts, ranges, workbooks, worksheets), structure, design and layout; spreadsheet templates 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, hide and protect cells, create, modify and merge multiple copies of a shared workbook; data validation; shortcuts; data entry forms Combine and link data: Across worksheets and files; consolidate data; shared or collaborative workspaces Store and retrieve: Save, save as, find, open, close, open CSV file in spreadsheet application, save spreadsheet file as CSV; templates; selective data import and export; file properties; password protection

Learning Outcomes	Assessment Criteria	Teaching Content
2 Select and use appropriate formulas and data analysis tools and techniques to meet requirements	2.1 Explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them 2.2 Select and use a wide range of appropriate functions and formulas to meet calculation requirements 2.3 Select and use a range of tools and techniques to analyse and interpret data to meet requirements 2.4 Select and use forecasting tools and techniques	Analysis and interpretation methods: Totals, sub-totals and summary data, automatic sub-totals, group and outline; sorting and display order; lists, tables, graphs and charts; filter rows and columns; forms, data restrictions, data validation, adding messages to data, using formulae to determine valid entries for cells; displaying by interest; pivot tables and charts; Judgment of when and how to use these methods Functions and formulas: Design of formulas to meet calculation requirements Mathematical, statistical, financial, logical, look-up, arguments, arrays and formulas for validating data Forecasting tools: What-if scenarios, goal seek; data tables; views
3 Use tools and techniques to present, and format and publish spreadsheet information	3.1 Explain 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 effectively 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, print and publish spreadsheet information 3.5 Explain how to find and sort out any errors in formulas 3.6 Check spreadsheet information meets needs, using IT tools and making corrections as necessary 3.7 Use auditing tools to identify and respond appropriately to any problems with spreadsheets	Format cells: Numbers, currency, percentages, number of decimal places, font and alignment, borders and shading; date and time; custom formats; conditional formatting; styles, cell protection; workbook protection 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, custom types, 2 graphs types on 1 axis Format charts and graphs: Title, axis titles, legend, change chart type, move and resize chart, axis scale, annotation, layout, pivot table reports Page layout: Size, portrait, landscape, margins, header and footer, page breaks, page numbering, date and time, adjust page set up for printing; selective printing or publishing of spreadsheet information Check spreadsheet information: Accuracy of numbers, formulas and any text; suitability of charts and graphs; reveal formulae; layout and formatting validity and accuracy of analysis, clarity of overall spreadsheet; check links Problems with spreadsheets: Using help; sorting out errors in formulas, calculations and results; data validation, locate invalid data

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Spreadsheet software tools and techniques are described as 'advanced' because:

- the range of data entry, manipulation and outputting techniques will be complex and non-routine;

- the tools, formulas and functions needed to analyse and interpret the required information require complex and non-routine knowledge and understanding (for example, data restrictions, data validation using formula, pivot tables, data maps); and

- the user will take full responsibility for setting up and developing the functionality of the spreadsheet.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .