Unit Title:	**Use digital technologies to process data**
OCR unit number:	4
Level:	Entry Level 3
Guided learning hours:	10
Unit reference number:	A/507/2754

Unit aim and purpose

It is important that you can work with numbers. You will be able to complete this unit using software on different digital devices such as PCs, laptops, tablets etc. This unit will help you prepare for employment in a role that requires working with data. You will learn how to follow instructions to use simple formulas and create charts. You will learn how to save files and produce spreadsheets ready for printing.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Be able to use spreadsheet files to complete structured tasks	1.1 file spreadsheets 1.2 use a worksheet 1.3 prepare spreadsheets for printing	• File spreadsheets: - save, save as • Use a worksheet: - open a worksheet, create a new worksheet - know the difference between workbooks and worksheets • Prepare spreadsheets for printing: - check the accuracy of spreadsheets - page orientation: portrait, landscape - load paper in printer, printers, print preview, print documents, screen shots - display formulas
2. Be able to enter given data into worksheets	2.1 enter given data 2.2 amend data 2.3 use columns and rows to display data	• Enter given data: - enter numbers and text labels • Amend data: - amend numbers and text • Use columns and rows: - add columns and rows, adjust column widths

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content

3. Be able to follow instructions to develop numerical data	3.1 enter single-step formula	• Enter single-step formula:
		  - use operators to write single-step formulas (*, /, -, +)
		  - use cell references

	3.2 use SUM function	• Use SUM function to total a column or row of data
	3.3 replicate formulas	• Replicate formulas across rows and down columns, check for accuracy

4. Be able to present numerical information to complete structured tasks	4.1 format data	• Format data:
		  - whole numbers
		  - currency
		  - decimal places

	4.2 present numerical data as a chart	• Present numerical data as a chart
		  - pie, bar chart
		  - chart titles
		  - x and y axis labels
		  - display data labels

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to use spreadsheet files to complete structured tasks

Learners should be able to use Save and Save As to file spreadsheets effectively. They should know how to create new spreadsheet documents and how to open/develop existing documents. They should know the difference between workbooks and worksheets. They should understand the implications of printing inaccurate documents and know the importance of checking the accuracy of documents before printing. They should be able to use print preview to check their documents, and page settings to make changes as appropriate, for example page orientation, prior to printing. They should be able to load paper into a printer, print their completed document showing both values and formulas and take screen shots to demonstrate how they would print.

Be able to enter given data into worksheets

Learners should be taught how to enter and amend numerical data and text accurately. They should be able to add columns and rows to an existing worksheet and understand that column widths may need to be adjusted to ensure that all information is fully displayed. Learners should understand the importance of 100% accuracy, in particular with regard to numerical data, within prepared documents to ensure that they are fit for the organisational needs.

Be able to follow instructions to develop numerical data

Learners should be able to enter single-step formulas using standard operators (*, /, -, +) and relative cell references to do calculations. They should be shown how to use the Autosum function and know the importance of selecting only the appropriate range of cells, across rows or down columns, to ensure an accurate calculation. They should know the benefit of using the replication feature to copy formulas across a range of cells in order to minimise the risk of errors and to maximise effective use of time.

Be able to present numerical information to complete structured tasks

Learners should be able to format numerical data to currency, set decimal places and know when it appropriate to use 0, 1 or 2 decimals. They should understand the importance of consistent formatting to ensure that work produced is presented in a professional manner. The purposes of different types of single series charts (pie, bar/column) should be taught. Learners should know the importance of selecting the correct data that is to be displayed in the chart they are producing. They should understand that accurate, meaningful titles and labels are essential in order to give meaning to the data displayed in charts.