Oxford Cambridge and RSA

Unit Title: **Use digital technologies to work with data**

OCR unit number: 4
Level: Level 1
Guided learning hours: 10
Unit reference number: L/507/2760

Unit aim and purpose

When preparing for employment you should be able to use digital devices such as PCs, laptops or tablets to work with data. This unit will help you to prepare for employment in a job that requires the use of spreadsheets to present information, such as charts and reports.

You will show that you can use formulas and functions to do calculations, sort and filter data and create comparative charts following instructions provided. You will be able to prepare spreadsheets for printing by checking that they are correct, setting margins, using headers and footers to display information and use printers as instructed.

Learning Outcomes **The Learner will:**	**Assessment Criteria** **The Learner can:**	**Teaching Content**
1. Be able to manage spreadsheet files to complete routine tasks	1.1 file spreadsheets 1.2 use multiple worksheets 1.3 prepare spreadsheets for printing	• File spreadsheets: - save, save as • Use multiple worksheets: - open a worksheet - know the difference between workbooks and worksheets - create and use multiple 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 - headers and footers: insert text and automatic fields (e.g. automatic date, filename, page number fields) - display gridlines, row and column headings. set data to fit to one page for printing.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
		- select print area for printing, print chart only, print chart with data.
2. Be able to enter given data into worksheets	2.1 enter given data 2.2 amend data 2.3 manage columns and rows	• Enter given data: - enter numbers and text labels - enter new data • Amend data: - amend numbers and text - delete data • Manage columns and rows: - add columns and rows, adjust column widths - insert and delete columns and rows - hide and unhide columns and rows
3. Be able to follow instructions to develop numerical data	3.1 use formulas 3.2 use functions 3.3 replicate formulas	• Use formulas: - use operators to write single-step formulas (*, /, -, +) - write straightforward formulas using multiple operators(*. /. -, +) • Use functions: - Use SUM function to total a column or row of data - Average - Max - Min • Replicate formulas across rows and down columns
4. Be able to present numerical information to complete routine tasks	4.1 format data 4.2 present numerical data as a chart	• Format data: - whole numbers - currency - decimal places - wrap text - percentage - date - apply borders • Present numerical data as a chart - pie, bar chart, comparative bar and line charts - select data subsets

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	4.3 manipulate data	- chart titles - x and y axis labels - legend - set axis limits - display data labels - format data labels (percentage, value) - format comparative charts for black and white printing • Manipulate data - sort data (A-Z, Z-A, 1-10, 10-1) - filter data on single criteria (>, <, =)

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 manage spreadsheet files to complete routine tasks

Learners should be able to create and use multiple worksheets within a workbook. Learners should understand the implications of printing inaccurate documents and know the importance of checking the accuracy of documents, including calculations, before printing. They should be able to use print preview to check their documents, and page settings to make changes as appropriate, for example selecting a specific area of a spreadsheet to print and ensuring a printout will fit on one page. The use of settings to print gridlines and column and row headings to increase the clarity of a printout should be taught.

Be able to enter given data into worksheets

Learners should be able to enter numbers and text labels accurately, such as adding new data to a worksheet or deleting data. They should be able to delete or hide rows and columns and know when to do this.

Be able to follow instructions to develop numerical data

Learners should be shown how to use multiple operators to write a straightforward formula, use functions such as Average, Min and Max and know the importance of selecting only the appropriate 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 routine tasks

Learners should be able to format numerical data to currency and percentage with different numbers of decimal places, as well as being able to use date formats. 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 comparative charts (bar/column, line) should be taught and how data can be displayed visually when comparing figures e.g. monthly sales. They should know the importance of selecting the right data to be displayed in a chart. They should understand that accurate, meaningful titles, legends and labels are essential in order to give meaning to the data displayed in charts. They should be able to adjust chart formatting and settings such as axis

limits, line markers and data labels so that data is displayed effectively. They should be taught how to use software tools to sort and filter data.