Unit Title: **Spreadsheet Software**
Unit Level: **Level 2**
Unit Credit Value: **4**
GLH: **30**
LASER Unit Code: **CAI969**
Ofqual Unit Code: **F/502/4625**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Use a spreadsheet to enter, edit and organise numerical and other data.	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.
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.
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.

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Assessment Guidance:
NA

Additional Information:
NA