

**Unit Title:** Spreadsheet Software  
**Unit Level:** Level 3  
**Unit Credit Value:** 6  
**GLH:** 45  
**LASER Unit Code:** CAI993  
**Ofqual Unit Code:** J/502/4626

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 from different sources.
		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 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.
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.

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		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.

<b>Assessment Guidance:</b>
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<b>Additional Information:</b>
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