

**Unit Title:** Using Spreadsheet Software  
**Unit Level:** Entry 3  
**Unit Credit Value:** 1  
**GLH:** 10  
**LASER Unit Code:** WIZ914  
**Ofqual Unit Code:** L/503/7099

This unit has 1 learning outcome.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use spreadsheet software.	1.1	Load and exit from spreadsheet software packages.
		1.2	Load and save spreadsheet files.
		1.3	Customise spreadsheets, adjusting column sizes, headers and gridlines.
		1.4	Print spreadsheets, adjusting page sizes as necessary.
		1.5	Enter data, using justify, font, font size and colour.
		1.6	Move, copy and delete data.

**Assessment Guidance:**

Practical demonstration is prescribed.  
 All Assessment Criteria may be fulfilled by demonstration on one spreadsheet.

**Additional Information:**

NA