

Unit Title: Using Spreadsheet Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJC450
Ofqual Unit Code: J/506/0378

This unit has 3 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
|-------------------|--|---------------------|---|
| The learner will: | | The learner can: | |
| 1. | Be able to use a spreadsheet to enter, edit and organise numerical and other data. | 1.1 | Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs. |
| | | 1.2 | Enter numerical and other data accurately on spreadsheets. |
| | | 1.3 | Edit numerical and other data accurately on spreadsheets. |
| | | 1.4 | Store spreadsheet files effectively, in line with any relevant guidelines and conventions. |
| | | 1.5 | Retrieve spreadsheet files effectively, in line with any relevant guidelines and conventions. |
| 2. | Be able to use appropriate formulas and tools to summarise and display spreadsheet information. | 2.1 | Identify how to summarise and display the required information on spreadsheets. |
| | | 2.2 | Use spreadsheet functions and formulas to meet calculation requirements. |
| | | 2.3 | Use spreadsheet tools and techniques to summarise and display information. |
| 3. | Be able to select and use appropriate tools and techniques to present spreadsheet information effectively. | 3.1 | Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns. |
| | | 3.2 | Identify which chart or graph type is the most appropriate to use to display given information from a spreadsheet. |
| | | 3.3 | Select and use appropriate tools and techniques to generate, develop and format charts and graphs from a spreadsheet. |
| | | 3.4 | Select and use an appropriate page layout to present and print spreadsheet information. |
| | | 3.5 | Check information meets needs, using spreadsheet tools and making corrections as necessary. |

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| Assessment Guidance: |
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| Additional Information: |
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