Unit Title: **Spreadsheet Software**
Unit Level: **Entry 3**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **WJD333**
Ofqual Unit Code: **M/506/2609**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to enter, edit, store and retrieve numerical and other information using spreadsheets.	1.1	Enter numerical and other information accurately on spreadsheets.
		1.2	Edit numerical and other information accurately on spreadsheets.
		1.3	Store spreadsheet files effectively, in line with any relevant guidelines.
		1.4	Retrieve spreadsheet files effectively.
2.	Be able to use appropriate formulas and tools to summarise and display spreadsheet information.	2.1	State how to summarise and display required information on spreadsheets.
		2.2	Use formulas and tools as needed to summarise data and process information on spreadsheets.
3.	Be able to use appropriate tools and techniques to present spreadsheet information effectively.	3.1	Use appropriate tools and techniques to format spreadsheet cells, rows and columns.
		3.2	Use appropriate tools to generate a chart or graph from a spreadsheet.
		3.3	Present and print spreadsheet information.
		3.4	Check spreadsheet information, using IT tools and making corrections as appropriate.

Assessment Guidance:
NA

Additional Information:
NA