Unit 6: Spreadsheets

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO1 *Design a spreadsheet to meet the needs of an organisation*	Candidates will produce a basic design for a spreadsheet in line with identified user requirements. The design will include basic details of: spreadsheet layout, cell formats, formulae including at least two of +, -, * and /, and different functions from at least two categories. Relative cell referencing will be used. Not all choices will be appropriate.	Candidates will produce a design for a spreadsheet in line with identified user requirements. The design will include details of: spreadsheet layout, cell formats, formulae including +, -, * and /, and different functions from at least three categories. This will include the use of one IF statement. Relative or absolute cell referencing will be used. Most choices will be appropriate.	Candidates will produce detailed designs for a spreadsheet in line with identified user requirements. The design will include comprehensive details of: spreadsheet layout, cell formats, formulae including +, -, *, /, and brackets and different functions from at least four categories. This will include the use of one IF statement. Relative and absolute cell referencing will be used. All choices will be appropriate.
AO1 NOTES			AO1: P M D
AO2 *Create the spreadsheet according to the design and format it to make it user friendly*	Candidates will create a functional spreadsheet. The spreadsheet may contain only one sheet. Candidates will use text and background colour and cell borders although these may not show the different types of cell in the most helpful way. They will adjust row height or column width and will merge cells. They will set the direction of text in a cell. They will add at least one example of help for the user, such as an instruction on the sheet, a cell comment, an input message or validation, although this may not be of a high quality.	Candidates will create a functional spreadsheet. The spreadsheet will contain more than one sheet. Candidates will use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add help for a new user. This help will include at least one cell comment and appropriate validation in at least one row/column. They will use conditional formatting.	Candidates will create a functional spreadsheet. The spreadsheet will contain more than one linked sheet. Candidates will appropriately use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add sufficient help to enable a beginner to use it with ease. This help will include suitable cell comments and validation with useful feedback to users. They will set cells for input from a dropdown list. They will use conditional formatting to make the output clearer. They will use worksheet protection to prevent a user changing/deleting formula.
AO2 NOTES			AO2: P M D

Student Name:　　　　　　　　**Teacher:**　　　　　　　　**Date:**

Assessment Objective	Pass	Merit	Distinction
- Arithmetic and statistical functions such as SUM, AVERAGE, MAX, MIN, MEDIAN, MODE, COUNT, COUNTIF - Mathematical/trigonometric functions, eg SIN, COS, TAN, LOG, POWER, RND - Rounding functions, such as INTEGER, ROUNDUP and ROUNDDOWN, TRUNC - Logical functions, such as IF, AND, OR and NOT, including nested IF statements - Lookup functions, such as VLOOKUP, HLOOKUP, MATCH - Reference functions, such as ROW, COLUMN - Text functions, such as LEFT, MID, RIGHT, LEN, VALUE, TEXT, CONCATENATE, FIND - Date and time functions, such as TODAY, NOW, YEAR, MONTH, DAY			
AO3 *Sort data and use simple filters*	Candidates will sort data using one field. They will filter data using one field.	Candidates will sort data using at least two fields. They will filter data using at least two fields.	Candidates will sort data using at least two fields. They will filter data using at least two fields. They will customise at least one filter.
AO3 NOTES			AO3: P M D
AO4 *Carry out modelling activities using a spreadsheet*	Candidates will change variables in their spreadsheet and make simple predictions.	Candidates will change variables in their spreadsheet and make predictions and/or decisions. They will write about their investigation and the results they find.	Candidates will change variables in their spreadsheet and make suitable predictions and decisions. They will write about their investigations and the results they find.
AO4 NOTES			AO4: P M D
AO5 *Analyse data using appropriate graphs/charts*	Candidates will create at least two different types of graph/chart. These may not be the most appropriate type of chart for the data and may not be well labelled.	Candidates will create at least one example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values. Graphs should be given titles and appropriate axis labels.	Candidates will create at least one good example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values. Graphs should be given titles and appropriate axis labels.
AO5 NOTES			AO5: P M D
AO6 *Create macros to automate procedures in a spreadsheet*	Candidates will record a simple macro to automate at least one task. They will enable this macro to be run by either keyboard shortcut or a button on the sheet or on the toolbar. They will access the macro code and print it out.	Candidates will record a macro to automate a sequence of at least two tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They will access the macro code and print it out. They will describe what the macro does and how it can be run.	Candidates will record two macros to automate a sequence of tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They will access the macro code and print it out. They will describe what the macro does and how it can be run. They will annotate the macro code to show the function of at least three items of code.
AO6 NOTES			AO6: P M D

Overall grade awarded for this unit: **PASS　MERIT　DISTINCTION** (Circle ONE grade)　**Signature:** _____