

<b>Unit Title:</b>	Spreadsheet software
<b>OCR unit number:</b>	69
<b>Level:</b>	1
<b>Credit value:</b>	3
<b>Guided learning hours:</b>	20
<b>Unit reference number:</b>	A/502/4624

## Unit purpose and aim

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This is the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs.

This unit is about the skills and knowledge required by an IT user to use a range of basic spreadsheet software tools and techniques to produce, present and check spreadsheets that are straightforward or routine. Any aspect that is unfamiliar will require support and advice from others.

Spreadsheet software tools and techniques will be described as 'basic' because:

- the range of data entry, manipulation, formatting and outputting techniques are straightforward;
- the tools, formulas and functions involved will be predetermined or commonly used (for example, sum, divide, multiply, take away and fractions); and
- the structure and functionality of the spreadsheet will be predetermined or familiar.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Use a spreadsheet to enter, edit and organise numerical and other data	The learner can: 1.1 Identify what <b>numerical and other information</b> is needed and how the spreadsheet should be <b>structured</b> to meet needs 1.2 <b>Enter and edit</b> numerical and other data accurately 1.3 <b>Store and retrieve</b> spreadsheet files effectively, in line with local guidelines and conventions where available	<b>Numerical and other information:</b> Numbers, charts, graphs, text <b>Spreadsheet structure:</b> Spreadsheet components (e.g. cells, rows, columns, tabs, pages, charts) and their layout <b>Enter and edit:</b> Enter data into existing spreadsheet, create new spreadsheet, insert information into single cells, clear cells, edit cell contents, replicate data, find and replace, add and delete rows and columns <b>Store and retrieve:</b> Save, save as, find, open, close

Learning Outcomes	Assessment Criteria	Examples
2 Use appropriate formulas and tools to summarise and display spreadsheet information	2.1 Identify how to <b>summarise and display</b> the required information 2.2 Use <b>functions and formulas</b> to meet calculation requirements 2.3 Use spreadsheet tools and techniques to <b>summarise and display</b> information	<b>Summarise and interpret:</b> Totals and summary information; sorting and display order; lists, tables, graphs and charts. Judgment of when and how to use these methods  <b>Functions and formulas:</b> Simple arithmetic formulas (add, subtract, multiply, divide), common functions (e.g. Sum, Average, Round). Design of formulas to meet calculation requirements.
3 Select and use appropriate tools and techniques to present spreadsheet information effectively	3.1 Select and use appropriate tools and techniques to <b>format spreadsheet cells, rows and columns</b> 3.2 Identify which chart or graph type to use to display information 3.3 Select and use appropriate tools and techniques to generate, develop and <b>format charts and graphs</b> 3.4 Select and use appropriate <b>page layout</b> to present and print spreadsheet information 3.5 <b>Check information</b> meets needs, using spreadsheet tools and making corrections as necessary, which chart or graph type to use to display information	<b>Format cells:</b> Numbers, currency, percentages, number of decimal places, font and alignment, borders and shading  <b>Format rows and columns:</b> Height, width, borders and shading  <b>Chart or graph type:</b> Pie chart, bar chart, single line graph  <b>Format charts and graphs:</b> Title, chart type, axis titles, legend  <b>Page layout:</b> Size, orientation, margins, page numbers, date and time  <b>Check spreadsheet information:</b> Accuracy of numbers, formulas and any text; accuracy of results; suitability of charts and graphs

## Assessment

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All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

## Evidence requirements

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Candidates must complete the Evidence Checklist without gaps for this unit unless they are using one of the live OCR-set assignments to generate the evidence.

Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

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Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

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This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).